MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – MARCH 24, 2022
ZOOM Webinar Access
Passcode 905749, Webinar ID: 978 0976 0278, Or Dial: +1 669 900 6833
How to Provide Public Comment

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. TELECONFERENCING OF MEETINGS (Action Required)

A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361

IV. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of February 24, 2022
B. Regular Meeting of February 24, 2022

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

PLEASE NOTE: In accordance with AB 361, board meetings will continue to be conducted in an online format. Members of the public may access the meeting at the link above, and may request to make public comments by using the "raise your hand" feature at the bottom of the webinar screen. Written comments to the board will not be read aloud during the meeting. Instead, a copy of written comments will be provided to each of the trustees. All public comments must continue to adhere to the Decorum outlined below. Specific instructions on how to provide public comment during a Zoom board meeting can be accessed at the link above.

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

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

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

VI. CHANGES IN AGENDA ORDER

VII. PRESENTATIONS

A. FY2021 Annual District and Measure MM Audit Report and Presentation
B. Capital Construction Program Update

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Reorganization of Athletics and Intramurals Department
C. Approve Curriculum for 2022-2023 Catalog, Part III
D. Approve 2022/23 Instructional Material Fees List
E. Approve Assessment Technologies Institute, LLC Additional Services
F. Approve Cooperative Agreement for Advanced Technologies Consultants
G. Approve Renewal of Okta Identity and Access Management Security software licensing subscription, technical support services, and maintenance
H. Approve Renewal of Palo Alto Network Security software licensing subscriptions, technical support services and maintenance agreements
I. District Surplus Disposal
J. Approve Purchase for College Police Communications Equipment Upgrade
K. Approve Agreement with Dovetail for Fixtures, Furniture & Equipment Coordination Services
L. Ratify and Approve Contracts and Purchase Orders

IX. ACTION ITEMS

A. Approve Submission of 2022 California Community Colleges Trustee Board Election Ballot
B. Appoint Independent Citizens' Bond Oversight Committee Members
C. Adopt Resolution No. 15-21/22 – Excuse Board Member Absence

X. PERIODIC REVIEWS – BOARD POLICIES (Action Required)

A. Board Policy 2015 – Student Trustee
B. Board Policy 3500 – Campus Safety
C. Board Policy 3530 – Weapons on Campus
D. Board Policy 3840 – Children on Campus
E. Board Policy 6320 – Investments
F. Board Policy 6400 – Financial Audits

XI. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 6700 – Civic Center and Other Facilities Use

XII. FIRST READING – BOARD POLICIES (No Action Required)

A. Board Policy 3520 – Local Law Enforcement
B. Board Policy 6450 – Mobile Communication

XIII. INFORMATION

A. Annual Financial Audit Services and Performance Audit of the Building (Measure MM) Fund for FY202122

XIV. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
   1. Instructional Services
   2. Student Services
   3. Administrative Services
   4. Human Resources
F. Office of the President
G. Superintendent/President

XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XVI. ADJOURNMENT

UPCOMING MEETING

4 p.m. – April 21, 2022

Regular Meeting
Zoom Conference

Board meetings are normally held in meeting rooms that are accessible to those with mobility disabilities, however, an executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). Additionally, with the passing of AB 361, meetings will be held remotely until further notice. If you wish to attend the meeting and/or if you have another disability requiring special accommodation, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.
In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's website at http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu.

Subject: **Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361**	**Attachment:** **Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to enable state and local agencies to more effectively respond to the threat of COVID-19. ON March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the provisions of Executive Order N-29-20's authorization for holding virtual meetings, with an expiration date of September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions.

STATUS

In an effort to safeguard the health of our students, employees, and community members, and in an effort to provide greater access to meetings of the board of trustees, the board adopted MiraCosta Community College District Resolution No. 4-21/22 on October 21, 2021. This resolution declared emergency conditions exist throughout the district campuses and facilities as a result of the continued State of Emergency under Government Code section 54943. The board continues to be provided regular updates on this matter.

RECOMMENDATION

Approve continued observance of Resolution No. 4-21/22 – authorizing teleconferencing for meetings pursuant to AB 361 as stated above. The result of this action will be recorded in the meeting minutes.

MIRACOSTA COLLEGE COMMUNITY DISTRICT

RESOLUTION NO. 4-21/22

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

WHEREAS, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

NOW THEREFORE, the legislative body of the District hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The Board of Trustees of the MiraCosta Community College District finds, by a majority vote, the following:

    a. That there exists a proclaimed state of emergency;

    AND either:

    b. The Board is meeting for the purpose of determining one of the following, or more than 30 days have passed since the Board met and determined one of the following, and the Board now re-determines one of the following:
        i. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

ii. State or local officials have imposed or recommended measures to promote social distancing; OR

OR

c. This Board has made the determination set forth in subdivision (b), above within the last 30 days and now makes the following determination:
   i. The Board has reconsidered the circumstances of the state of emergency; AND
   ii. Any of the following circumstances exist:
      1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
      2. State or local officials continue to impose or recommend measures to promote social distancing.

3. The District's superintendent/president or their designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

4. That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District, this 21st day of October, 2021, by the following vote:

AYES:	7	Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
NOES:	0	_____
ABSTAIN:	0	_____
ABSENT:	0	_____

CERTIFICATION

I hereby certify, on this 21st day of October, 2021, that the foregoing document is a true and correct copy of the Resolution To Implement Teleconferencing Requirements During a Proclaimed State of Emergency by the Board of Trustees] of MiraCosta Community College District at its meeting on October 21, 2021.

By: _____

Secretary to the Board of Trustees
MiraCosta Community College District

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **February 24, 2022**
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, February 24, 2022, via Zoom conference. President Anna Pedroza called the meeting to order at 2:35 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
Bill Fischer (absent)	Jacqueline Simon
George McNeil	

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:35 p.m., the board announced the need to enter closed session to discuss the following topics:

A. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All

B. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president

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

At 3:38 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators

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

No action taken.

B. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)
Title: superintendent/president

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:38 p.m.

MINUTES APPROVAL:

Anna Pedroza Board President	Sunita V. Cooke, Ph.D. Superintendent/President

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

MINUTES OF REGULAR MEETING **February 24, 2022**
(*DRAFT)*

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, February 24, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:12 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
William Fischer (absent)	Jacqueline Simon
George McNeil	Alma Cuevas (Student Trustee)

Administrators present:
Superintendent/President Sunny Cooke
Vice President Tim Flood
Vice President Charlie Ng
Vice President Denée Pescarmona
Vice President Alketa Wojcik

III. TELECONFERENCING OF MEETINGS (Action Required)

A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Resolution No. 4-21/22 authorizing the continued teleconferencing of meetings pursuant to AB 361.

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

IV. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of January 27, 2022
B. Regular Meeting of January 27, 2022

By motion of Trustee Merchat, seconded by Trustee McNeil, the minutes of the special meeting/closed session of January 27, 2022, were approved.

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

By motion of Trustee Merchat, seconded by Trustee McNeil, the minutes of the regular meeting of January 27, 2022, were approved.

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

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

None.

VI. CHANGES IN AGENDA ORDER

None

VII. PRESENTATIONS

A. Sabbatical Report – Professor Nery Chapteton Lamas

Professor Nery Chapeton-Lamas, Computer Science Department, presented an overview of his sabbatical leave (spring 2021), which included a culturally sustaining computer science literature review, a virtual exploratory experience, and vignettes of Black and Latinx computer scientists interviewed.

B. Sabbatical Report – Credit Veteran Counselor Rebecca Morgan

Professor Rebecca Morgan reviewed her sabbatical leave (spring 2021), during which time she completed twelve units of graduate coursework toward a master's degree in clinical rehabilitation counseling from the University of Kentucky. She described her learnings and information about MiraCosta Veteran Students.

C. Preliminary Budget Presentation

Administrative Services Vice President Tim Flood provided an overview of the district's FY2021/22 year-to-date budget performance, the Governor's proposed budget for FY2023, the MiraCosta College landscape, the Board of Trustees budget directions, and the next steps for the budgeting process.

The board provided feedback to administration to update and modify budget directives. These recommendations will be incorporated into the 2023 tentative and adopted budget after board leadership reviews for accuracy.

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Academic Personnel Advancement
C. Ratify Memorandum of Understanding 22-01 with Academic Associate Faculty
D. Ratify Memorandum of Understanding 22-01 with Classified Administrators
E. Approve Curriculum for 2022-2023 Catalog, Part II
F. Approve Annual Purchase of Desktop Computer Replacements for Academic Labs
G. Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update Licensing, Maintenance and Technical Support Services
H. Award Contract for RFB #03-22, Concert Hall Audio System

I. Award RFB #06-22: Microscopes

J. Award RFB #05-22: Liquid Chromatography - Mass Spectrometry Equipment

K. Ratify Budget Transfers/Revisions

L. Ratify and Approve Contracts and Purchase Orders

By motion of Trustee McNeil, seconded by Trustee Simon, consent items A through L were approved.

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

IX. ACTION

A. Approve FY2023 Nonresident Tuition Fee

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the nonresident tuition fee of $304 per semester credit hour for nonresident students with no capital outlay charge or processing fee for international students, effective fall 2022.

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

B. Adopt Resolution 11-21/22 Authorizing Eppendorf as a Single Source Procurement for the Biotechnology Department

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Resolution 11-21/22 authorizing Eppendorf as a single source procurement for the Biotechnology Department.

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

C. Adopt Resolution No. 12-21/22: Authorizing Repligen Corp. as a Single Source Procurement for the Biotechnology Department

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Resolution No. 12-21/22, authorizing Repligen Corp. as a single source procurement for the Biotechnology Department as stated.

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

D. Approve Change Order to Design-Build Services Contract for Oceanside Campus New Student Services Project

By motion of Trustee Merchat, seconded by Trustee McNeil, the board approved the the change order to design-build services contract for the Oceanside Campus New Student Services Project.

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

E. Approve Sole Source Exceptions Findings and Resolution No. 14-21/22

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Resolution No. 14-21/22 to approve sole source exceptions findings as stated.

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

F. Approve Use of Cooperative Purchase Agreements for OCN Administrative Building Renovation – Parron Hall

By motion of Trustee Cassar, seconded by Trustee McNeil, the board approved the use of Cooperative Purchase Agreements with Parron Hall for the OCN Administrative Building Renovation as stated.

Vote: 5/1/1
Aye: Broad, Cassar, McNeil, Pedroza, Simon
Abstentions: Merchat
Absent: Fischer

G. Adopt Resolution No. 13-21/22: Authorizing Contract with Gubener Plastinate GmbH for Procurement of Plastinated Anatomic Specimens.

By motion of Trustee McNeil, seconded by Trustee Broad, the board adopted Resolution No. 13-21/22 to authorize a contract with Gubener Plastinate GmbH for Procurement of Plastinated Anatomic Specimens as stated.

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

X. PERIODIC REVIEWS – BOARD POLICIES (Action Required)

A. Board Policy 6500 – Property Management

By motion of Trustee Merchat, seconded by Trustee McNeil, Board Policy 6500 – Property Management was adopted.

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

XI. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5700 – Athletics

By motion of Trustee Cassar, seconded by Trustee McNeil, Board Policy 5700 was adopted.

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

XII. FIRST READING – BOARD POLICIES

A. Board Policy 6700 – Civic Center and Other Facilities Use

Proposed edits to Board Policy 6700 – Civic Center and Other Facilities Use were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Broad attended the Foundation Board Meeting, the Futures training and the facilities tour at the San Elijo Campus. Trustee Merchat attended the facilities tour at the San Elijo Campus, and the Futures training. Trustee Cassar thanked all for coming back to campus, and he attended the virtual SDICCCA meeting, legislative presentations made at the ACCT Conference, and a basketball game. Trustee McNeil attended a basketball game and a planning meeting for Barrio Empowerment. Trustee Pedroza joined a meeting with Dr. Cooke and the MAEGA scholarship foundation.

B. Students

Student Trustee Alma Cuevas reported ASG welcomed students back on campus at the San Elijo and Oceanside campuses. Murals from the Mental Health Uprise therapy group are on display at the San Elijo and Oceanside student centers, and the DEI committee scholarships are now open for all students. This year, five MiraCosta College students were selected as semifinalists for the Jack Kent Cooke undergraduate transfer scholarship: Inayah Abdulmateen, Alma Cuevas, Negar Farahbakhsh, Andreena Lamey, and John Seibelink.

C. Classified Employees

Classified Senate President Carl Banks said that it was great to see so many on campus. The Classified Senate will be holding a special election to update bylaws to define how our confidential employees will be included in the governance process. A mini retreat will be held on campus on March 10, and a series of workshops will be held during spring break, along with a Classified Appreciation breakfast.

D. Faculty

Academic Senate President Luke Lara said how wonderful it is to see more students on campus this week and getting back into a hybrid routine. He congratulated faculty who were able to take a sabbatical and reported that the Academic Senate is in the midst of an election for a Vice President and seven senators. There will be a presentation on the MiraCosta College Transitions program at the next Academic Senate meeting and invited all to attend.

E. Vice Presidents

1. Instructional Services

Vice President Pescarmona said that the campus was humming this week with students and staff back on campus. MiraCosta currently has 38 percent back on campus, which is over 6,000 students. She attended one class with adults with disabilities and those students are very excited to be here in the community with each other and our faculty. She also recognized the theatre program who had eight of our students in the Christopher Clark award competition, and the Biomanufacturing Department and their student who presented at the Board of Governors meeting.

2. Student Services

Vice President Wojcik said how wonderful it is to have students on campus and reported that College Hours have been organized for every day this week and include many activities. She thanked the Black Alliance Group and the equity team for putting together events for Black History Month. In-person graduation is still in the planning stages and will take place on the new track and field.

3. Administrative Services

Vice President Flood stated how nice it is to have students back on campus. He thanked Dr. Cooke and the Foundation Office for providing welcome back cupcakes, and thanked Tom Macias and Kitchell for their teamwork in getting everything ready for opening our campuses.

4. Human Resources

Vice President Ng congratulated Hayley Schwartzkopf for completing the League's Asilomar Seminar last week.

F. Superintendent/President

Superintendent/President Cooke stated how wonderful it is to have more students and faculty on campus, and she recognized those that have been here all throughout the past two years and thanked them for their service. She visited each of the campuses to see the renovation work and noted how much more welcoming, warm, and cheerful they are; better places to work and to learn. She thanked all who were involved in getting ready for today's board meeting and being sure it ran so smoothly. Next week on Monday, Tuesday, and Wednesday, the Futures team will be visiting for live training sessions, both with newcomers to the program and the folks that have been working all year on this effort. Lastly, she thanked the Foundation for their support and legwork behind the cupcakes that helped to welcome employees back to campus this week.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XV. ADJOURNMENT

The meeting adjourned at 6:07 p.m.

MINUTES APPROVAL:

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

Subject:	Attachment:
FY2021 Annual District and Measure MM Audit Presentation	**FY2021 Annual District Audit** **FY2021 Annual Measure MM Audit**
Category: **Informational Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

California Education Code §84040.5 requires that the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with the regulations of the Board of Governors in order to encourage sound fiscal management practices and fiscal accountability. The MiraCosta Community College District annual audit has been completed and is available on the district website at: https://www.miracosta.edu/administrative/annual-district-audits/index.html.The audit firm of Eide Bailly, LLP, certified public accountants licensed by the California Board of Accountancy, conducted the audit. The format and financial statement information is in accordance with the reporting standards of the California Community Colleges Contracted District Audit Manual (CDMA). On January 5, 2022, the California Community Colleges' executive order 2022-1 changed the due date of the 2020/21 district audit report from December 31, 2021, to February 28, 2022.

STATUS

The final audit report was issued on March 11, 2022; after the original final audit report was issued to the district on February 10, 2022, the district discovered a back-up schedule that was sent to the auditor was an older version; thus, a correction was made that delayed the final audit report to March 11, 2022.

The audit included examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements, along with assessing the accounting principles used and significant estimates made by management. The district received an **Unmodified** Opinion, that is, the district complied, in all material respects, the compliance requirements for financial statements, federal awards, and state awards as of June 30, 2021. There was one (1) significant reporting deficiency not considered a material weakness for federal awards, as described below.

Finding: 2021-001 Reporting (audit report, pages 92-93). On the March 31, 2021, quarterly report of the CARES Act Higher Education Emergency Relief Fund (HEERF) Student Aid Portion, there were three misstatements.

- The reported amount disbursed was $2,755,503, which was understated by $29,295 from a total disbursement of $2,784,798. The $2,755,503 was the HEERF I award allocation, and HEERF II award was notified to the district in mid-February 2021, where a new grant # was established. The corrective action has been implemented going forward to verify disbursement amounts from the Workday Financial System.
- The report was overstated by 31 students who received the grant from the reported number of 5,554. The 31 students received their grant on April 2, 2021. The Financial Aid system initiates the award data that is processed through the Workday Financial system for disbursement, and there is auditing/processing time by accounting. The corrective action has been implemented to reconcile the student count based on the disbursed amount from accounting.
- The report was understated for the estimated total students who were eligible to receive the Emergency Financial Aid grant. The corrective action will be implemented to ensure that each semester's eligible students are accounted for the total estimated eligible student count.

A representative of the audit firm of Eide Bailly, LLP will present the audit report and will be available to answer any questions.

2021 Annual Audit Summaries for MiraCosta Community College District

District Financial Audit – All Funds

Financial Audit Section	Opinions/Findings	Location
Report on Financial Statements	Presents Fairly In All Material Aspects the financial position of the District (this means no issues)	Pages 1-2
Report on Internal Controls	No Deficiencies Identified	Pages 83-84
Report on Federal Compliance	No Material Deficiencies Identified, one significant deficiency identified	Pages 85-87
Report on State Compliance	No Deficiencies Identified	Pages 88-90
Summary of Auditor's Results	Unmodified – No Corrections	Page 91
Financial Statement Findings	None	Page 92
Federal Awards Findings	One	Page 93-94
State Awards Findings	None	Page 95

Measure MM General Obligation Bond Audit – Financial and Performance

Financial Audit Section	Opinions/Findings	Location
Report on Financial Statements	Presents Fairly In All Material Aspects the financial position of Measure MM (This means no issues)	Page 2
Report on Internal Controls	No Deficiencies Identified	Page 13-14
Compliance and Other Matters	No instances of noncompliance	Page 14
Findings	None	Pages 16-18
Additional Recommendations	None	Page 19
Performance Audit Section	**Opinions/Findings**	**Location**
Compliance with Prop 39 requirements and Measure MM Ballot Language	Complied with all compliance requirements	Pages 18, 21
Findings	None	Pages 22
Additional Recommendations	None	Page 23

RECOMMENDATION

For information only.

Subject:	Attachment:
Capital Construction Program Update	PowerPoint Presentation
Category:	**Type of Board Consideration:**
Informational Items	✔ Information Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In November 2016, the district successfully passed general obligation bond Measure MM with 62.39 percent of the votes (minimum requirement was 55 percent). This measure provided the district with $455 million, which will allow for implementation of the projects identified in the 2016 Facilities Master Plan Update. Additional funds from the district's Fund 41 Capital Construction, State Scheduled Maintenance, grants, and other sources of funding will also be used to implement the overall Capital Construction Program Plan.

STATUS

Vice President Tim Flood, as well as district and Kitchell staff, will provide an update on the progress of the district's Capital Construction Program, including:

- Program status summary and budget information
- Community Learning Center project completion list and planning status
- San Elijo project completion list and planning status
- Oceanside Campus project completion list and planning status
- Local Hire and Small/Highly Underutilized Business Enterprise contract award and value data

RECOMMENDATION

For information only.

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

STATUS

1. Retirement of the following employees:

   Denise Stephenson, Faculty Director, Writing Center, School of Math and Sciences, position P-00446, effective June 30, 2022.

   Judith Foster, College Health Nurse, position P-00105, effective March 29, 2022.

2. Resignation of the following employees:
   Angela Johnson, Human Resources Analyst, position P-00189, effective February 25, 2022.

   Anne Fleming, Interim Program Manager, Writing Center, School of Math and Science, position P-08338, effective June 10, 2022.

   Jacqueline Fritts, Nursing Simulations Curriculum Coordinator, Nursing and Allied Health, position P-00213, effective May 31, 2022.

   Danine Jaykus, Foundation Specialist, position P-00136, effective March 2, 2022.

3. Employment of the following full-time, tenure-track faculty members:

   Ticey Hosley, Counselor [providing counseling leadership on Academic and Career Pathways (ACP) efforts for the Business and Technology ACP], full-time, tenure-track, 195 days per year, salary class 6 (doctorate), step 10 x 1.1080 time factor, $144,733.61 per year (2021-22 academic salary schedule), effective March 1, 2022. The salary will be prorated based on the actual number of days worked from March 1 through June 30, 2022.

   Ph.D., Education, San Diego State University & Claremont Graduate University (joint doctoral program)
   MA, Counseling, University of San Diego
   BA, Political Science, UC Berkeley

Dr. Hosley has over 16 years of experience as a community college counselor, along with over 20 years of teaching experience in community college and university systems. She has served as a full-time counselor, instructor, and articulation officer for the Grossmont-Cuyamaca Community College District; a counselor at Ventura Community College; and a counselor, instructor, and Student Support Services (SSS) coordinator at San Diego Miramar College.

4. Employment of regular classified employee Gregorio Reyes, Student Services Specialist, Student Equity, position P-08198, salary range 21, step 1, $5,376.33 per month, full-time, effective March 1, 2022. Gregorio was selected through an open recruitment process.

5. Permanent change of assignment for the following employees:

   Sarah Carpenter, Student Services Specialist, Student Services, San Elijo, position P-07476, has accepted the position of Program Manager – Academic and Career Pathways, salary range 31, step 1, $7,174.75 per month, full-time, effective February 28, 2022. Sarah was selected through an open recruitment process.

   Eva Viveros, Attendance Accounting Specialist, Admissions and Records, position P-00076, has accepted the position of Assistant Registrar, position P-06177, salary range 29, longevity year 20, $9,877.16 per month, full-time, effective February 28, 2022. Eva was selected through an open recruitment process.

   Brayan Astorga, Student Services Coordinator, First Year Forward, position P-07517, has accepted the position of Student Services Specialist, Student Equity, position P-08917, salary range 21, step 2, $5,670.50 per month, full-time, effective March 1, 2022. Brayan was selected through an open recruitment process.

   Eily Lopez, Business Systems Analyst, Admissions and Student Support, position P-00094, has accepted the position of Enrollment Database Specialist, Instructional Services, salary range 31, longevity year 8, $9,194.16 per month, full-time, effective March 28, 2022. Eily was selected through an open recruitment process.

6. Temporary additional assignment for Amanda Quivey, Instructional Associate, Theatre and Film, position P-00215, will work as a Theatre Aide III, $17.00 per hour, up to 135 hours, effective March 25 – May 31, 2022.

7. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

   Gwendolyn Partlow, Instructional Technology Support Specialist, position P-00247, will continue to serve as an Enrollment Database Specialist, classified salary range 31, longevity year 21, $10,567.66 per month, full-time, effective February 25 – March 28, 2022.

   Heidi Willis, Business Systems Analyst, position P-00096, will continue to serve as an Enrollment Database Specialist, classified salary range 31, longevity year 18, $10,256.33 per month, full-time, effective February 25 – March 28, 2022.

8. Catastrophic leave request for the following employees:

a. Employee 02059890, in accordance with Board Policy 7345, requests catastrophic leave. The employee is requesting a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance. Pursuant to the Classified Senate WCM, Section G.11.1, classified employees are limited to seven days of personal necessity leave per fiscal year. In addition, the employee requests donations as the employee will exhaust all paid leave entitlements due to the duration of the employee's leave. The employee will need approximately 62 hours to remain in full paid status through April 30, 2022.

b. Employee 02057689, in accordance with Board Policy 7345, requests catastrophic leave. The employee is requesting a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance. Pursuant to the Classified Senate WCM, Section G.11.1, classified employees are limited to seven days of personal necessity leave per fiscal year, effective March 7 – May 31, 2022.

9. Parental leave request for employee 07104722, position P-05835, in accordance with AP7340. Employee requests a reduced work schedule from 40 to 30 hours per week, effective March 28 – June 25, 2022.

10. 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:

Worker	Job Title	Assignment	Department	Pay Rate	Start	End
Alexandra Richards	Campus Aide I	Short-term	Library	$15/hr	3/25/22	5/27/22
Frederick Timm	Campus Aide II	Short-term	Dance	$17/hr	3/25/22	5/31/22
Ismael Vera	Campus Aide III	Substitute	School Relations/Diversity Recruitment	$19/hr	3/1/22	5/20/22
Janil Arrabal	Campus Aide II	Substitute	Community Education and Workforce Development	$17/hr	4/1/22	5/31/22
Kelvin Fleming Sr.	Apprentice III	Substitute	Tutoring and Academic Support	$17/hr	3/7/22	6/30/22
Kimberly Holmes	Campus Aide III	Short-term	Cashiering Services	$19/hr	3/25/22	6/30/22
Makhi Williams-Kent	Campus Aide III	Short-term	Service Learning	$19/hr	3/25/22	5/31/22
Merilyn Navarro Sanchez	Campus Aide I	Short-term	Honors	$15/hr	3/25/22	5/27/22
Monserrate Ayala	Campus Aide I	Short-term	Honors	$15/hr	3/25/22	5/27/22
Piper Bailey	Campus Aide I	Short-term	Honors	$15/hr	3/25/22	6/30/22
Rebecca Knowles	Campus Aide III	Short-term	Cashiering Services	$19/hr	3/25/22	6/30/22
Sarah Trigg	Campus Aide III	Short-term	Library	$19/hr	3/25/22	5/27/22
Stephanie Turner	Campus Aide III	Short-term	Cashiering Services	$19/hr	3/25/22	6/30/22
Tanya D'Angelo	MFT Intern	Short-term	Health Services	$1,205 stipend	3/25/22	5/27/22
William Faust	Accounting Technician	Substitute	Accounting	$31.02/hr	3/10/22	6/30/22
Mia Montes	Campus Aide III	Substitute	School Relations/Diversity Recruitment	$19/hr	3/14/22	6/30/22
Caroline Moxley	MFT Intern	Short-term	Health Services	$500 additional stipend	2/25/22	5/27/22
Jaya Roy	MFT Intern	Short-term	Health Services	$500 additional stipend	2/25/22	5/27/22

Sony Avalos	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22
Taylor Holly	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22
Lauren Miller	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22
Joana Lopoez	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22
Lizbeth Resendiz Perez	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22
Skye Lebreton	Campus Aide III	Short-term	Career Education Grants	$19/hr	3/28/22	6/30/22

RECOMMENDATION

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

Subject: **Approve Reorganization of Athletics and Intramurals Department**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The purpose of this reorganization is for the Athletics and Intramurals Department, including course scheduling for intercollegiate sports, to be managed within the division of Student Services and the Student Affairs area. This will result in more cohesive and efficient processes and support the curricular and co-curricular opportunities for students within Athletics.

The proposed change has the dean of student affairs overseeing, supervising, and directing the work, human resources, and financial resources for the Athletics and Intramurals Department, instead of the current structure that splits the duties between the dean of student affairs and dean of career education. If approved, this reorganization will go into effect on June 1, 2022.

STATUS

To summarize, this proposal ensures that student services and instructional duties for the Athletics and Intramurals Department are supported by the dean of student affairs. The associate faculty (coach) positions are currently split between Career Education (Kinesiology, Health and Nutrition) and Student Affairs.

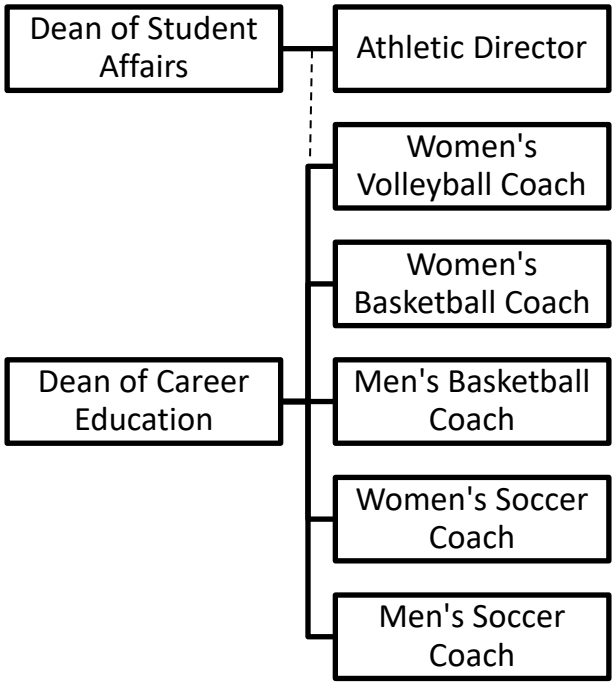
The associate faculty positions in Athletics and Intramurals are as follows:

Associate faculty (coach), intercollegiate women's indoor volleyball
Associate faculty (coach), intercollegiate women's beach volleyball
Associate faculty (coach), intercollegiate women's basketball
Associate faculty (coach), intercollegiate men's basketball
Associate faculty (coach), intercollegiate women's soccer
Associate faculty (coach), intercollegiate men's soccer

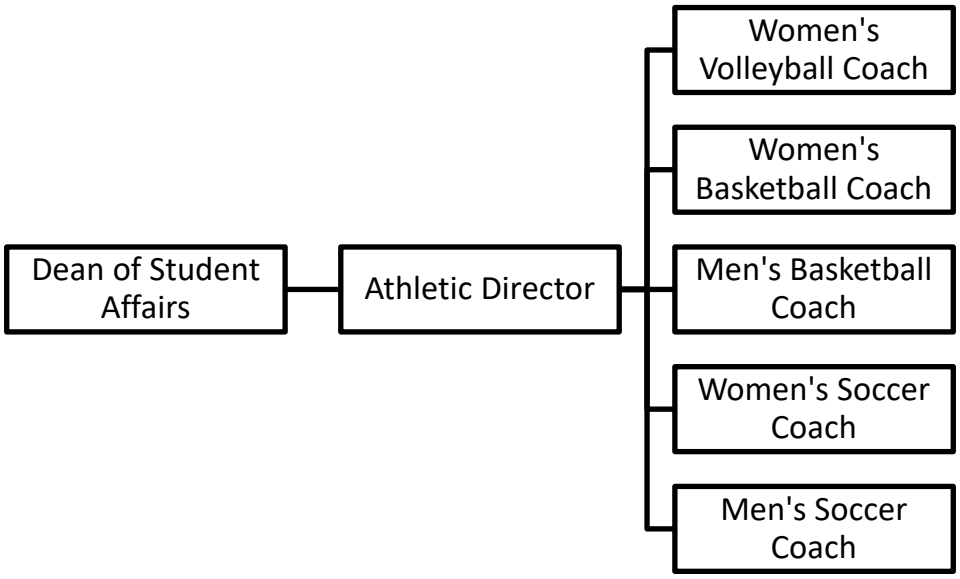
Since there is no full-time faculty within the Athletics and Intramurals Department, the associate faculty (coaches) will continue to be evaluated by the chair of the Kinesiology, Health and Nutrition Department.

There is no change in FTE or budget associated with the recommended reorganization.

Current organization chart:



Proposed organization chart:



RECOMMENDATION

Approve reorganization of Athletics and Intramurals Department, as stated above.

Subject: **Approve Curriculum for 2022-2023 Catalog, Part III**	**Attachment:** **2022/23 Approved Courses and Programs for Board Part III**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Kristina Denée Pescarmona** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In accordance with Board Policy 4020, the MiraCosta Community College District Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, and this effort is coordinated by the Instructional Services Division. Title 5 regulations stipulate the Academic Senate is responsible for academic and professionals matters, which include curriculum and educational program development. The Courses and Programs Committee (CPC), consisting primarily of faculty, exists for the purpose of making recommendations pertaining to the programs and courses offered by the college.

The CPC convened for two (2) curriculum approval meetings on February 10 and February 24, 2022. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

1) The faculty author initiates a proposal to modify, add, or delete a course or program. Once the proposal is complete, the faculty author forwards it to the next stage (technical writer).
2) The technical writer reviews the proposal and works closely with the faculty author to assist in writing high quality course outlines; the technical writer then forwards the proposal to the articulation officer.
3) The articulation officer reviews for potential CSU/UC transfer; the articulation officer then forwards the proposal to the department chair.
4) The department chair reviews the proposal for discipline- and department-specific impact, encroachment, accuracy, and completeness; the department chair then forwards the proposal to the instructional dean.
5) The dean reviews the curriculum for interdepartmental and college-wide impact, encroachment, and, when appropriate, local workforce need. Deans also check for accuracy, completeness, and impact on divisional load; the instructional dean then forwards the proposal to the technical review stage.
6) At the technical review stage, a small team of reviewers evaluates the curriculum for the following:

- consistency and compliance with local and state curriculum writing and content standards
- state standards pertaining to prerequisites, corequisites, and advisories
- state and local standards and guidelines pertaining to repeatability and courses related in content
- state standards pertaining to hours and units
- local mandates on class size maxima.

After technical review, curriculum proposals are forwarded to the CPC.

7) The CPC, by means of careful study and open discussion, assures the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures; once approved, the CPC forwards a complete list of courses and programs to the Academic Senate as a consent item.
8) Finally, the Academic Senate reviews and approves the curriculum packet.

The CPC submits curriculum to the board for approval in the fall and spring semesters. Once approved by the board, the curriculum is submitted to the Chancellor's Office for review and approval. By submitting the curriculum on a frequent basis, the curriculum review workload is spread out to allow faculty and staff ample time to review the curriculum.

STATUS

Credit course approvals include modification of 25 existing courses and the deletion of two courses. No actions were taken on any programs. There were 9 general education (GE) and 25 online (O) approvals.

One noncredit course was deleted.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2022-2023 Catalog.

2022/23 Curriculum Approvals
Effective: August 2022
Part III

I. Credit Course Level
B. Modified Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
BIO	BIO	340	O	Molecular Mechanisms of Disease	3	2/10/2022
COUN	COUN	101	O	Orientation to College	1	2/10/2022
CS	CS	111	O	Introduction to Computer Science I: Java	3	2/10/2022
CS	CS	112	O	Introduction to Computer Science II: Java	3	2/10/2022
MUS	MUS	115	O/GE	History of Classical Music	3	2/10/2022
MUS	MUS	116	O/GE	A Survey of World Music	3	2/10/2022
MUS	MUS	119	O/GE	Jazz History	3	2/10/2022
MUS	MUS	119H	O/GE	Jazz History (Honors)	3	2/10/2022
MUS	MUS	241	O	Advanced Vocal Techniques	1	2/10/2022
MUS	MUS	253	O	Jazz/Commercial Improvisation	2	2/10/2022
NAAH	PHAR	201	O	Pharmacology Review and Update	2	2/10/2022
PSYC	PSYC	100	O/GE	Psychology of Personal Growth	3	2/10/2022
BUS	BUS	117	O	Human Resources Management	3	2/24/2022
CS	CS	113	O	Basic Data Structures and Algorithms	3	2/24/2022
CS	CS	150	O	C++ Programming	3	2/24/2022
CS	CS	151	O	Advanced C++ Programming	3	2/24/2022
CS	CS	220	O	Computer Architecture and Assembly Language	3	2/24/2022
BUS	HOSP	130	O	Conference and Special Event Management	3	2/24/2022
MAT	MAT	105	O/GE	History of Graphic Design	3	2/24/2022
MAT	MAT	120	O/GE	Media Design 1: Production	3	2/24/2022
MAT	MAT	150	O/GE	Animation and Interactivity	3	2/24/2022
MAT	MAT	180	O/GE	Digital Publishing: Adobe InDesign	3	2/24/2022
MAT	MAT	190	O	Programming for Animation, Interactivity, and Games	3	2/24/2022
MAT	MAT	230	O	Advanced Publishing: Output for Print	3	2/24/2022
PHREL	PHIL	302	O	Bioethics	3	2/24/2022
Total Credit Course Modifications: 25						

2022/23 Curriculum Approvals
Effective: August 2022
Part III

I. Credit Course Level
C. Deleted Courses

Department	Subject	Course #	Course Title and Catalog Description	Units	Date Approved
PHSC	PHSN	106L	Introduction to Physical Science: Physics and Chemistry (Lab)	1	2/10/2022
BUS	HOSP	110	Guest Services and Presentations	3	2/24/2022
Total Credit Course Deletions: 2					

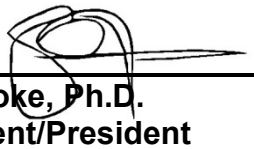
2022/23 Curriculum Approvals
Effective: August 2022
Part III

I. Noncredit Course Level
A. Modified Courses

Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
				None.	
Total Noncredit Course Modifications: 0					

I. Noncredit Course Level
B. Deleted Courses

Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
NCOTHER	NCENG	40		Information Literacy and College Success	2/10/2022
Total Noncredit Course Deletions: 1					

Subject:	Attachment:
Approve 2022/23 Instructional Material Fees List	2022/23 Instructional Material Fees List
Category: Consent Items	**Type of Board Consideration:** Information ✓ Consent Action
Recommended: Kristina Denée Pescarmona Vice President, Instructional Services	**Approved for Consideration:**  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with Education Code §76365, Title 5 §59400, students may be required to provide instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and such materials are not solely or exclusively available from the district.

Each academic year the Office of Instruction creates a list of Instructional Material Fees and submits the list to the Courses and Program Committee for review. Once approved by the Courses and Programs Committee it is forwarded to the Academic Senate for approval.

STATUS

The attached 2022/23 Instructional Material Fees list for fiscal year 2022/23 has no changes from the previous year. On February 24, 2022, the list was reviewed and approved by the Courses and Programs Committee. The Academic Senate approved the list on March 4, 2022.

RECOMMENDATION

Approve the attached 2022/23 Instructional Material Fees list.

Instructional Material Fees
FY 2022/23

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	103	3D Design	CURRENT	25.00	The fee is used to purchase: - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives.
ART	177	Art in the Elementary Schools	CURRENT	10.00	The fee is used to purchase: -Building materials such as wood, paper, plastics, etc. -Craft supplies such wires, foam, etc. -Adhesive supplies such as tape, wire, wood glue, hot glue sticks, assorted fasteners, etc.
ART	201	Objects and Ideas in Contemporary Art	CURRENT	30.00	The fee is used to purchase materials for three dimensional art assignments. For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.). Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics, and spray adhesives.

Instructional Material Fees
FY 2022/23

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	216	Sculpture	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal
ART	217	Figure Sculpture I	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.
ART	219	Figure Sculpture II	CURRENT	25.00	Ceramic clay (50lbs), $15; Acrylic paint, $5; Hot glue sticks, $5.
ART	223	Woodworking and Furniture Design I	CURRENT	25.00	The fee is used to purchase: - rev. per AO 2/13/09 - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	25.00	Hardwood, $10; softwoods, $10; paints, screw, and adhesives, $5.

Instructional Material Fees
FY 2022/23

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	225	Ceramics I	CURRENT	25.00	The fee is used to purchase: - Ceramic tools - Clay body - High and low fire decorative materials
ART	226	Ceramics II	CURRENT	25.00	Ceramic tools, $15; Clay, $5; decoration materials, $5.
ART	227	Ceramics III	CURRENT	25.00	Ceramic tools, $15; Clay, $5; decoration materials, $5.
ART	228	Ceramics IV	CURRENT	25.00	Clay, $15, decorative tools and materials, $5, safety equipment, $5
ART	229	Woodworking and Furniture Design III	CURRENT	25.00	Wood, $25
ART	230	Installation Art	CURRENT	25.00	Fee is collected for RTV silicon mold-making rubber, hydrostone gypsum cement, mother/master mold making supports, parting agents, glues and protective gloves.
ART	239	Woodworking and Furniture Design IV	CURRENT	25.00	Wood, $15, fasteners and adhesives, $5, decorative materials, $5
ART	245	Digital Art and Media	CURRENT	15.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
BTEC	110H	Basic Techniques in Biotechnology (Honors)	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, $5, 1 neutral costume/shirt, $10, and fabrics, feathers, balloons, streamers, $4.50.

Instructional Material Fees
FY 2022/23

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	70.00	Covers cost of industry standard Ben Nye Make-Up kits for instructional purposes. All materials belong to the student and become part of their personal make-up kit. These costs cover the traditional kit as well as additional makeup and supplies needed for prosthetic and hair augmentation.
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	25.00	This fee is to provide materials for the student to construct a scenery flat, which the student keeps as a portfolio piece and as an example of the step-by-step process.
MATH	28	Math Fundamentals I	CURRENT	20.00	This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
MATH	102	Math Fundamentals II: Mathematics for Life	CURRENT	20.00	This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
NURS	170	Licensed Vocational Nursing I	CURRENT	30.00	The fee pays for 51% of the total cost ($58.59) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks.
NURS	180	Fundamentals of Nursing	CURRENT	30.00	A one time fee for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings.
NURS	180	Fundamentals of Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	182	Maternal-Child Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	281	Medical Surgical Nursing III	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

Instructional Material Fees
FY 2022/23

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
NURS	283	Medical Surgical Nursing IV	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

Subject: **Approve Assessment Technologies Institute, LLC Additional Services**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Since 2014, nursing program students have paid a fee directly to Assessment Technologies Institute, LLC (ATI) each semester. ATI is a nationally recognized nursing education resource which uses progressive data analytics and compelling content to help nursing students be successful throughout their program. Resources implemented throughout the nursing curriculum are available to students and faculty. In spring 2020, the district's Courses and Programs Committee approved the attachment of fees to certain course for the Nursing and Allied Health department so that the students could use financial aid and scholarships to cover the cost when applicable. A $667 materials fee was added to NURS 180, NURS 182, NURS 281 and NURS 283 to purchase materials from ATI. These monies go into a student fees account and the college pays ATI directly twice a year.

STATUS

California Education Code 81651 states, the governing board of any community college district may purchase supplementary textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the district without taking estimates or advertising for bids.

On June 16, 2020, an agreement was established to procure training and curriculum services in the amount of $2,450 annually per student. Subsequently, purchase order #21002641_PO was created for $60,000. The nursing program has identified the number of students for the spring 2022 semester who will require ATI's instructional computer software package, resulting in an increased amount of $50,000 for program support to complete the 2021/22 fiscal year. This will increase the annual expenditure to a not to exceed amount of $110,000.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the increase to Ascend Learning Holdings Purchase Order by $50,000, with the not to exceed amount of $110,000.

Subject: **Approve Cooperative Agreement for Advanced Technologies Consultants**	**Attachment:** **ATC Quote dated 2/28/22**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

As part of opening the Technology Career Institute (TCI), Bid 07-15 for Engineering Tech Training Units was awarded to Advanced Technologies Consultants (ATC) in February 2015. Since that award, ATC has continued to provide both service and equipment to the TCI related to engineering and automation training. ATC provides training packages that are modular and do not require large classroom space, allowing for additional class offerings despite the limited space at the TCI. The new equipment is accessible to a beginner learner, has a structured curriculum, and includes instructor guides, which allows multiple instructors, across multiple programs within the TCI to use the equipment.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. District staff have reviewed the terms and conditions and find that purchases made utilizing The Interlocal Purchasing System (TIPS) cooperative agreement #210902 awarded to ATC will provide the lowest cost and best overall value of automation equipment and supplies. Funds to acquire the equipment are budgeted within the district’s CERT Grant.

The following have been identified with a total list cost, including sales tax and shipping, of $147,843.79. By utilizing the referenced TIPS contract with an overall negotiated discount of 20.07 percent, the total district cost, including sales tax and shipping, is reduced to $118,170.61.

Description	Part#	Quantity
AC/DC Training System	3351 Series	1
Universal Robots Cert Package	UR3e Cert	1
Additional UR3e w/Training Package	UR3e	1
PLC	3240 Series	1
Variable Frequency Drive	3356 Series	1

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement with ATC in accordance with the terms and conditions of TIPS cooperative agreement #210902, at the cost not to exceed $118,170.61.

Advanced Technologies Consultants
110 W. Main St. | Northville, MI 48167
Office Phone: (800) 348-8447
Office Fax: (248) 348-3040

PRICE QUOTATION
Prices valid for 60 days
Prices and packages are subject to change without notice

Presented to:

Kate MacArevey Colello
MiraCosta College
2075 Las Palmas Dr.
Carlsbad, CA 92011
kmacarevey-colello@miracosta.edu
(760) 757-2121

2/28/2022
Pat Uetz
(248) 231-0191
puetz@atctrain.com
TIPS # 210902 - Classroom and Teachi

Terms	*Project Name*	*Delivery*	*FOB Point*
Net 30	Electricity/Electronics Recap	60-90 Days ARO	Lab-Volt

Item#	*Description*	*Part#*	*Sub-Total*
1	AC/DC Training System	3351 Series	$9,613.47
2	Universal Robots Cert Package	UR3e Cert	$44,478.26
3	Additional UR3e w/Training Package	UR3e	$39,904.28
4	PLC	3240 Series	$17,863.25
5	VFD	3356 Series	$12,991.65
		Total	$124,850.90

Subject: **Approve Renewal of Okta Identity and Access Management Security Software Licensing Subscription, Technical Support Services, and Maintenance**	**Attachment:** **CDW-G quote dated 2/24/22**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In April 2021, board agenda item VII.F approved the implementation purchase of the Okta Identity and Access Management system (IAM) utilized for user sign-on secure access. This system is used to provide secure access to district technology resources through user authentication. The district is in the process of renewing routine annual Okta IAM licensing subscriptions, including technical support services and maintenance.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The Foundation for California Community Colleges (FCCC) agreement with OKTA, Agreement No. 0000-3451 through CDW-G as the authorized reseller, provides the lowest cost and best overall value to the district for technology purchases. The contract for the IAM security software licensing subscription, technical support services and maintenance will be for the two-year period from May 15, 2022, through May 14, 2024, and is expected to cost $122,455.06 annually for a total two-year cost of $244,910.12, plus applicable taxes.

Funds to acquire the software licensing subscriptions, including technical support services, and maintenance, are budgeted within the district’s technology budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the Okta IAM system software from CDW-G in accordance with the terms and conditions of the FCCC’s OKTA Agreement No. 0000-3451 for the period specified above in an amount not to exceed $244,910.12, plus applicable taxes.

QUOTE CONFIRMATION

DEAR BB BOYTON,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
[redacted]	2/24/2022	OKTA 2 YEAR	[redacted]	$244,910.12

IMPORTANT - PLEASE READ

Special Instructions: Start Date: 05/15/2022
End Date: 05/14/2024
a. All items for the period of
05/15/22 through 05/24/23 with a
total not to exceed of $122,455.06
b. All items for the period of
05/15/23 through 05/24/23 with a
total not to exceed of $122,455.06
c. Total Contract Amount not to
exceed: $244,910.12

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
ACAD OKTA API PROD INBOUND Mfg. Part#: P000511 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6165040	$8,930.10	$8,930.10
OKTA API PROD ENT Mfg. Part#: P000509 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825125	$38,064.43	$38,064.43
OKTA API PROD SNGL Mfg. Part#: P000518 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825152	$8,405.14	$8,405.14
OKTA API PROD F EDU ADAPTV MFA Mfg. Part#: P000519 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6039323	$15,225.54	$15,225.54
Okta Preview Sandbox - subscription license - 1 license Mfg. Part#: P000009 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	4808511	$805.90	$805.90
Okta Success Package Premier - technical support (renewal) - 1 year Mfg. Part#: P000103 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	4773669	$15,867.46	$15,867.46

QUOTE DETAILS (CONT.)				
OKTA API PROD F EDU LIFECYCLE MGNT Mfg. Part#: P000515 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6039319	$16,652.16	$16,652.16
OKTA API PROD DIR INT Mfg. Part#: P000510 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825147	$18,504.33	$18,504.33
ACAD OKTA API PROD INBOUND Mfg. Part#: P000511 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6165040	$8,930.10	$8,930.10
OKTA API PROD ENT Mfg. Part#: P000509 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825125	$38,064.43	$38,064.43
OKTA API PROD SNGL Mfg. Part#: P000518 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825152	$8,405.14	$8,405.14
OKTA API PROD F EDU ADAPTV MFA Mfg. Part#: P000519 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6039323	$15,225.54	$15,225.54
Okta Preview Sandbox - subscription license - 1 license Mfg. Part#: P000009 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	4808511	$805.90	$805.90
Okta Success Package Premier - technical support (renewal) - 1 year Mfg. Part#: P000103 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	4773669	$15,867.46	$15,867.46
OKTA API PROD F EDU LIFECYCLE MGNT Mfg. Part#: P000515 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	6039319	$16,652.16	$16,652.16
OKTA API PROD DIR INT Mfg. Part#: P000510 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825147	$18,504.33	$18,504.33

These services are considered Third Party Services, and this purchase is subject to CDW's Third Party Cloud Services Terms and Conditions, unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

PURCHASER BILLING INFO	SUBTOTAL	$244,910.12

Billing Address: MIRA COSTA COMMUNITY COLLEGE ACCTS PAYABLE 1 BARNARD DR OCEANSIDE, CA 92056-3899 **Phone:** (760) 757-2121 **Payment Terms:** NET 30 Days-Govt/Ed	**SHIPPING**	$0.00
	SALES TAX	$0.00
	GRAND TOTAL	**$244,910.12**
DELIVER TO	**Please remit payments to:**	
Shipping Address: MIRA COSTA COMMUNITY COLLEGE BB BOYTON 1 BARNARD DR OCEANSIDE, CA 92056-3899 **Phone:** (760) 757-2121 **Shipping Method:** ELECTRONIC DISTRIBUTION	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION				
	Brett Bradford	|	(877) 508-2411	| bretbra@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2022 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Subject: **Approve Renewal of Palo Alto Network Security Software Licensing Subscriptions, Technical Support Services and Maintenance Agreements**	**Attachment:** **Trace3 quote dated 2/8/222** **Trace3 quote dated 1/31/22**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The Palo Alto Network Security software license is set to expire in May and is due for an annual renewal to avoid service interruption. This licensing subscription includes technical support services, maintenance for both next-generation endpoint detection and response, and threat protection for subscriptions for the firewall appliances.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the State of California Department of General Services’ California Multiple Award Schedule (CMAS) cooperative agreement 3-18-70-2858C with TRACE 3 as the authorized retailer. District staff find that purchases utilizing this agreement will provide the lowest cost and best overall value to the district for security software licensing.

Description	Term	Cost
Palo Alto Cortex Network Security Endpoint Protection software	May 23, 2022 – May 23, 2023	$128,670.50
Palo Alto Network Security Firewall software	May 14, 2022 – May 14, 2023	$186,413.25
	Grand Total	$315,083.75

Funds to renew the software licensing subscriptions, including technical support services and maintenance, are budgeted within the district’s maintenance budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the Palo Alto Cortex Network Security Endpoint Protection software and the Palo Alto Network Security Firewall software from Trace3 in accordance with the terms and conditions of the CMAS Contract #3-18-70-2858C for the terms specified above in a not to exceed amount of $315,083.75, plus applicable taxes.

MiraCosta College Palo Alto Renewal 2022

[redacted]

Prepared for:

MiraCosta College

Steve Schultz
sschultz@miracosta.edu

Panorama 25

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-SVC-PREM-PRA-25-R	Premium support renewal, Panorama 25 devices Serial #: '000702396474	5/14/2022	5/14/2023	$1,499.53	$1,499.53

Subtotal: **$1,499.53**

PA-820

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-PA-820-TP-R	Threat prevention subscription renewal, PA-820 Serial #: '012001001328	5/14/2022	5/14/2023	$541.62	$541.62
2	1	PAN-SVC-PREM-820-R	Premium support year 1 renewal, PA-820 Serial #: '012001001328	5/14/2022	5/14/2023	$710.82	$710.82

Subtotal: **$1,252.44**

PA-220 Lab

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-PA-220-BND-LAB4-R	PA-220 Lab Unit Renewal Service Bundle Threat Prevention, DNS, Advanced URL Filtering, GlobalProtect, WildFire, SD-WAN, Standard Support Serial #: '012801105545	5/14/2022	5/14/2023	$100.00	$100.00

PA-220 Lab

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
2	1	PAN-PA-220-BND-LAB4-R	PA-220 Lab Unit Renewal Service Bundle Threat Prevention, DNS, Advanced URL Filtering, GlobalProtect, WildFire, SD-WAN, Standard Support Serial #: '012801105561	5/14/2022	5/14/2023	$100.00	$100.00
3	1	PAN-PA-220-BND-LAB4-R	PA-220 Lab Unit Renewal Service Bundle Threat Prevention, DNS, Advanced URL Filtering, GlobalProtect, WildFire, SD-WAN, Standard Support Serial #: '012801105746	5/14/2022	5/14/2023	$100.00	$100.00

Subtotal: **$300.00**

PA-5250

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-PA-5250-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-5250 Serial #: '013101003256	5/14/2022	5/14/2023	$12,552.50	$12,552.50
2	1	PAN-PA-5250-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-5250, HA Pair Renewal Serial #: '013101003256	5/14/2022	5/14/2023	$18,825.66	$18,825.66
3	1	PAN-SVC-PREM-5250-R	Premium support renewal, PA-5250 Serial #: '013101003256	5/14/2022	5/14/2023	$15,699.90	$15,699.90
4	1	PAN-PA-5250-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-5250 Serial #: '013101003256	5/14/2022	5/14/2023	$12,552.50	$12,552.50

PA-5250

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
5	1	PAN-SVC-PREM-5250-R	Premium support renewal, PA-5250 Serial #: '013101003261	5/14/2022	5/14/2023	$15,699.90	$15,699.90
6	1	PAN-PA-5250-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-5250 Serial #: '013101003261	5/14/2022	5/14/2023	$12,552.50	$12,552.50
7	1	PAN-PA-5250-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-5250, HA Pair Renewal Serial #: '013101003261	5/14/2022	5/14/2023	$18,825.66	$18,825.66
8	1	PAN-PA-5250-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-5250 Serial #: '013101003261	5/14/2022	5/14/2023	$12,552.50	$12,552.50

Subtotal: **$119,261.12**

PA-3220

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-SVC-PREM-3220-R	Premium support renewal, PA-3220 Serial #: '016201012224	5/14/2022	5/14/2023	$2,827.84	$2,827.84
2	1	PAN-PA-3220-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-3220 Serial #: '016201012224	5/14/2022	5/14/2023	$1,948.75	$1,948.75
3	1	PAN-PA-3220-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-3220, HA Pair Renewal Serial #: '016201012224	5/14/2022	5/14/2023	$3,395.91	$3,395.91

PA-3220

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
4	1	PAN-PA-3220-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-3220 Serial #: '016201012224	5/14/2022	5/14/2023	$1,948.75	$1,948.75
5	1	PAN-PA-3220-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-3220, HA Pair Renewal Serial #: '016201012227	5/14/2022	5/14/2023	$3,397.31	$3,397.31
6	1	PAN-PA-3220-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-3220 Serial #: '016201012227	5/14/2022	5/14/2023	$1,949.56	$1,949.56
7	1	PAN-SVC-PREM-3220-R	Premium support renewal, PA-3220 Serial #: '016201012227	5/14/2022	5/14/2023	$2,829.01	$2,829.01
8	1	PAN-PA-3220-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-3220 Serial #: '016201012227	5/14/2022	5/14/2023	$1,948.75	$1,948.75

Subtotal: **$20,245.88**

PA-3260

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	1	PAN-PA-3260-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-3260 Serial #: '016401003655	5/14/2022	5/14/2023	$3,888.50	$3,888.50

PA-3260

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
2	1	PAN-PA-3260-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-3260 Serial #: '016401003655	5/14/2022	5/14/2023	$3,886.90	$3,886.90
3	1	PAN-SVC-PREM-3260-R	Premium support renewal, PA-3260 Serial #: '016401003655	5/14/2022	5/14/2023	$5,655.67	$5,655.67
4	1	PAN-PA-3260-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-3260, HA Pair Renewal Serial #: '016401003655	5/14/2022	5/14/2023	$6,779.46	$6,779.46
5	1	PAN-SVC-PREM-3260-R	Premium support renewal, PA-3260 Serial #: '016401003670	5/14/2022	5/14/2023	$5,655.67	$5,655.67
6	1	PAN-PA-3260-WF-HA2-R	WildFire subscription for device in an HA pair renewal, PA-3260 Serial #: '016401003670	5/14/2022	5/14/2023	$3,886.90	$3,886.90
7	1	PAN-PA-3260-TP-HA2-R	Threat prevention subscription for device in an HA pair renewal, PA-3260 Serial #: '016401003670	5/14/2022	5/14/2023	$3,886.90	$3,886.90
8	1	PAN-PA-3260-ADVURL-HA2-R	Subscription Advanced URL Filtering, 1-year, PA-3260, HA Pair Renewal Serial #: '016401003670	5/14/2022	5/14/2023	$6,779.46	$6,779.46

Subtotal: **$40,419.46**

VM-300

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	2	PAN-VM-300-PERP-BND2-PREM-1YR-R	Palo Alto Networks Perpetual Bundle BND2 for VM-Series that includes Threat Prevention, DNS Security, PANDB URL filtering, Global Protect and WildFire subscriptions, and Premium Support, 1 year, Renewal Serial #: 'VM0000035508	5/14/2022	5/14/2023	$1,716.91	$3,433.82
Pricing per CMAS Contract 3-18-70-2858C							

Subtotal: **$3,433.82**

MiraCosta College Palo Alto Renewal 2022

Prepared by:

Trace3 - Irvine

Nicole Noivo
nnoivo@trace3.com

Prepared for:

MiraCosta College

1 Barnard Dr
Oceanside, CA 92056-3820
Steve Schultz
(760) 795-6737
sschultz@miracosta.edu

Quote Information:

[redacted]

Quote Date: 02/08/2022
Expiration Date: 03/02/2022

Quote Summary

Description	Amount
Panorama 25	$1,499.53
PA-820	$1,252.44
PA-220 Lab	$300.00
PA-5250	$119,261.12
PA-3220	$20,245.88
PA-3260	$40,419.46
VM-300	$3,433.82
Total:	**$186,412.25**

Upon client signatory's execution of this Quote, he/she affirms that:

1. Client will purchase and pay Trace3 for the equipment and/or services referenced above;
2. Without a separate written agreement signed by Trace3 and client, equipment and/or services referenced above are provided solely subject to the terms of this Quote and the applicable terms and conditions located at http://www.trace3.com/legal
3. He/she is authorized to accept this Quote on behalf of client and has complied with all of client's business practices in making this purchase;
4. Quoted amounts exclude sales taxes, which will be charged on all U.S. shipments; and
5. Client is responsible for submitting exemption certificates for sales tax-exempt purchases.
6. Use of the equipment and/or services referenced above is subject to the applicable end-user license agreement of the manufacturer.

Signature: _____

Name: _____

Title: _____

Date: _____

MiraCosta College - Palo Alto Cortex - Renewal 2022

Quote # Trace[redacted]

Prepared for:

MiraCosta College

Steve Schultz
sschultz@miracosta.edu

Support

Line #	Qty	Part Number	Product Details	Start Date	End Date	Unit Price	Extended Price
1	5000	PAN-XDR-ADV-EP	Cortex XDR Pro for 1 endpoint, includes 30 days of data retention and standard success Serial #: '0220980000000604 Duration: 12	5/23/2022	5/23/2023	$14.38	$71,900.00
2	25	PAN-XDR-ADV-1TB	Cortex XDR Pro for 1 TB, includes 1TB of Cortex Data Lake and standard success Serial #: '0220980000000604 Duration: 12	5/23/2022	5/23/2023	$2,270.78	$56,769.50
Pricing per CMAS Contract 3-18-70-2858C							

Subtotal: **$128,669.50**

7565 Irvine Center Drive, Suite 200
Irvine, CA 92618

TRACE3

MiraCosta College - Palo Alto Cortex - Renewal 2022

Prepared by:

Trace3 - Irvine

Nicole Noivo
nnoivo@trace3.com

Prepared for:

MiraCosta College

1 Barnard Dr
Oceanside, CA 92056-3820
Steve Schultz
(760) 795-6737
sschultz@miracosta.edu

Quote Information:

Trace3. [redacted]

Quote Date: 01/31/2022
Expiration Date: 02/25/2022

Quote Summary

Description	Amount
Support	$128,669.50
Total:	**$128,669.50**

Upon client signatory's execution of this Quote, he/she affirms that:

1. Client will purchase and pay Trace3 for the equipment and/or services referenced above;
2. Without a separate written agreement signed by Trace3 and client, equipment and/or services referenced above are provided solely subject to the terms of this Quote and the applicable terms and conditions located at http://www.trace3.com/legal
3. He/she is authorized to accept this Quote on behalf of client and has complied with all of client's business practices in making this purchase;
4. Quoted amounts exclude sales taxes, which will be charged on all U.S. shipments; and
5. Client is responsible for submitting exemption certificates for sales tax-exempt purchases.
6. Use of the equipment and/or services referenced above is subject to the applicable end-user license agreement of the manufacturer.

MiraCosta College

Signature: _____

Name: _____

Title: _____

Date: _____

Subject:	Attachment:
District Surplus Disposal	PROFORCE Law Enforcement Quote
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The interim chief of police performed an inventory and assessment of the district's police department's firearms. Based on the findings, the interim chief of police recommends that fifty-one (51) .40 caliber Glock firearms each be declared as surplus; and further, recommends that the district's police department transition to utilizing 9mm firearms. Many of the 51 firearms have not been used by the district's police department since 2011. The 9mm firearm is more cost effective and more in line with the current expectations of campus policing.

Disposing of each of these unused firearms and each of the magazines by selling or trading them to an entity or entities possessing a Federal Firearm License ("FFL") will reduce the number of excess, unused firearms maintained at the college. The proceeds from each of the trade-ins or sales will be used by the district's police department to purchase 9mm firearms with any additional amounts deposited in the district's general fund.

STATUS

The district conducts periodic property evaluations to remove equipment, furniture and materials that are obsolete or beyond economical repair. Education Code Section 81452(a) establishes that: "If the governing board [of a community college district], by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board."

The district obtained quotes from three vendors who meet the requirements for sale, purchase, and trade of firearms. Each individual firearm has a trade-in value of approximately $225-$260. Each of the quotes provided by each vendor include the district submitting 51 firearms for trade-in/sale and the district simultaneously purchasing 21 new 9mm firearms as follows:

Vendor	Aggregate Cost for Trade/Purchase:
Glock, Inc.	$601.66
LC Action Police Supply	$2,603.83
PROFORCE Law Enforcement	($2,054.43) credit

PROFORCE Law Enforcement submitted the best trade-in value for each item, resulting in the district's general fund receiving a $2,054.43 aggregate credit.

RECOMMENDATION

District staff recommends that the board find that each of the 51 firearms be declared personal property that is not required for school purposes or should be disposed of for the purpose of replacement, each with a value of approximately $225-$260, and authorize the director of purchasing and material management to dispose of and sell each of the 51 firearms to PROFORCE Law Enforcement and simultaneously purchase 21 new 9mm firearms from PROFORCE Law Enforcement in a singular transaction, resulting in an aggregate surplus of $2,054.43 to be deposited into the district's general fund.

PROFORCE LAW ENFORCEMENT

2625 Stearman Drive. Prescott AZ, 86301
Tel: 928-776-7192 Fax: 928-445-3468
email: sales@proforceonline.com www.proforceonline.com

ORDER / QUOTE

QUOTE#	PAGE
[redacted]	1
SHIP DATE	
A.S.A.P.	

SOLD TO

MIRA COSTA COM COLLEGE PD
ACCOUNTS PAYABLE
ONE BARNARD DRIVE
OCEANSIDE CA 92056-3899

760-795-6683

SHIP TO

MIRA COSTA COM COLLEGE POLICE
OCEANSIDE CAMPUS RECEIVING DEP
1 BARNARD DRIVE
OCEANSIDE CA 92056

JOB #	ORD. DATE		LOC.	SALESMAN	SHIP VIA	FRT.
NA	01/06/22	[redacted]	A	GREGG MCCLUNG	F-2D FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
13	PA175S702MOS-XF GLK LE 17G5 9MM PST GNS 17RD MOS FSS 3 MAGS D/S ONLY	481.00	EA .00	6,253.00
13	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED Gen 3 Glock 22's that are in good condition with night sights. 3 15 round magazines in each box. The department purchased them in 2006 **OFFICER BUY BACK PRICE $287.50 EA, PLUS TAX, PLUS DROS**	230.00-	EA .00	2,990.00CR
20	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED Gen 4 Glock 22's with night sights. Good to excellent condition. The department purchased two of them in 2011. Three of them were purchased in 2013. Fifteen of them were purchased in 2017. Each Glock has 3 15 round magazines **OFFICER BUY BACK PRICE $300.00 EA, PLUS TAX, PLUS DROS**	240.00-	EA .00	4,800.00CR

COMMENT

TERMS

PROFORCE LAW ENFORCEMENT

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email: sales@proforceonline.com www.proforceonline.com

ORDER / QUOTE

QUOTE#	PAGE
[redacted]	2
SHIP DATE	
A.S.A.P.	

SOLD TO

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ONE BARNARD DRIVE
OCEANSIDE CA 92056-3899

760-795-6683

SHIP TO

MIRA COSTA COM COLLEGE POLICE
OCEANSIDE CAMPUS RECEIVING DEP
1 BARNARD DRIVE
OCEANSIDE CA 92056

JOB #	ORD. DATE	[redacted]	LOC.	SALESMAN	SHIP VIA	FRT.
NA	01/06/22		A	GREGG MCCLUNG	F-2D FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
3	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED Gen 4 Glock 27's with night sights. Good to excellent condition. The department purchased them in 2015. They should have 2 magazines **OFFICER BUY BACK PRICE $325.00 EA, PLUS TAX, PLUS DROS**	260.00-	EA .00	780.00CR
1	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED Gen 3 Glock 19 with Glock plastic sights. Unk when it was purchased. It is in good condition. It has 2 10 round magazines **OFFICER BUY BACK PRICE $350.00 EA, PLUS TAX, PLUS DROS**	280.00-	EA .00	280.00CR
34	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED GLOCK MAGS	5.00-	EA .00	170.00CR

COMMENT

TERMS

PROFORCE LAW ENFORCEMENT

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ORDER / QUOTE

QUOTE#	PAGE
[redacted]	3
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A.S.A.P.	

SOLD TO

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ACCOUNTS PAYABLE
ONE BARNARD DRIVE
OCEANSIDE CA 92056-3899

760-795-6683

SHIP TO

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OCEANSIDE CAMPUS RECEIVING DEP
1 BARNARD DRIVE
OCEANSIDE CA 92056

JOB #	ORD. DATE		LOC.	SALESMAN	SHIP VIA	FRT.
NA	01/06/22	[redacted]	A	GREGG MCCLUNG	F-2D FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
14	TRADES-CA CREDIT FOR TRADES-IF NOT SENT AS SPECIFIED, MAY BE REDUCED 14 Gen 3 Glock 27 .40 Cal Night sights in good condition. 3 Glock 27 does not have a case. 4 of the Glock 27s have two magazines. The rest have one magazine.	240.00-	EA .00	3,360.00CR
2	6360RDS-832-481 SFL 6360 ALS DTY HLST L-III RH BLK STX BW GLK 17/22 W/LGT	146.44	EA .00	292.88
1	NON-STOCK 44N500BWR BHP BASKTWEAVE GLK 17/22/19 BLK RH	88.22	EA .00	88.22
8	UI4350702 GLK LE 43 9MM PST GNS 6RD 2 MAGS US MADE	368.60	EA .00	2,948.80

IMPORTANT NOTICES:
This quotation is based on the issuance of a department purchase order, F.A.E.T. Exemption, payment by check in 30 days (unless otherwise agreed) and in stated quantities. ATF or the manufacturer may require additional

COMMENT

TERMS

PROFORCE LAW ENFORCEMENT

2625 Stearman Drive. Prescott AZ, 86301
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email: sales@proforceonline.com www.proforceonline.com

ORDER / QUOTE

QUOTE#	PAGE
[redacted]	4
SHIP DATE	
A.S.A.P.	

SOLD TO

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ACCOUNTS PAYABLE
ONE BARNARD DRIVE
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JOB #	ORD. DATE	[redacted]	LOC.	SALESMAN	SHIP VIA	FRT.
NA	01/06/22		A	GREGG MCCLUNG	F-2D FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE

forms. Sample forms may be found at:
http://www.ProForceonline.com/forms.html
purchase order and F.E.T. form to (928)445-3468. PLEASE MAIL ORIGINALS to ProForce Law Enforcement, 2625 Stearman RD. Ste A, Prescott, AZ 86301.

Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.

Standard manufacturer's warranty applies to all department purchases unless otherwise specifically noted.

This quote is valid for 45 days from date of issue, pending credit approval, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending on the expiration date for updated pricing.

A 20% restocking fee will apply to all returned goods. Please call us for a return authorization number.

IMPORTANT: To order from this quotation, please sign below.

Printed Name: _____

COMMENT

TERMS

PROFORCE LAW ENFORCEMENT

2625 Stearman Drive. Prescott AZ, 86301
Tel: 928-776-7192 Fax: 928-445-3468
email: sales@proforceonline.com www.proforceonline.com

ORDER / QUOTE

QUOTE#	PAGE
[redacted]	5

SHIP DATE: A.S.A.P.

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JOB #	ORD. DATE	[redacted]	LOC.	SALESMAN	SHIP VIA	FRT.
NA	01/06/22		A	GREGG MCCLUNG	F-2D FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE

Date: _____ P.O.:_____

Signature: _____

PLEASE NOTE: WHEN SHIPPING TRADE GUNS, PLEASE SUPPLY A LETTER STATING THAT THE GUNS HAVE BEEN INSPECTED BY AN ARMORER AND THAT THEY ARE SAFE AND FUNCTIONAL. ALL CONFISCATED WEAPONS MUST BE CLEARED BY AN NCIC CHECK AND STATED ON YOUR PAPERWORK PRIOR TO SHIPPING TO PROFORCE. NO SATURDAY DELIVERIES. AN ADULT SIGNATURE IS REQUIRED.

PLEASE EMAIL THE COMPLETED TRADE WEAPONS FORM IN EXCEL FORMAT PRIOR TO SHIPPING THE TRADES TO PROFORCE LAW ENFORCEMENT.

NOTE: PROFORCE LAW ENFORCEMENT DOES NOT ACCEPT CLASS III WEAPONS TRADES. PLEASE DO NOT SHIP ANY CLASS III WEAPONS TO PROFORCE REGARDLESS OF THE CIRCUMSTANCES.

IMPORTANT: TRADE GUNS ARE TO BE DELIVERED AT THE DEPARTMENT'S EXPENSE WITHIN 45 DAYS OF ACCEPTANCE OF NEW PRODUCT. DELIVERY ADDRESS TO BE PROVIDED BY PROFORCE INSIDE SALES REPRESENTATIVE. PLEASE CONFIRM ADDRESS BEFORE SHIPPING TRADES.

COMMENT
FOR: DAVID SANTOS

BY: KARI MARTIN

TERMS DUE NET 30 DAYS

SALES AMOUNT	2,797.10CR
7.750% SALES TAX	742.67
SUB TOTAL	2,054.43CR

Subject: **Approve Purchase for College Police Communications Equipment Upgrade**	**Attachment:** **Motorola Solutions Quotes (2) Dated 2/8/2022**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The college's police department's current hand-held and vehicle radio equipment will not support access to the new encrypted Motorola regional communication system (RCS) utilized by San Diego County law enforcement agencies. Access to the encrypted network is critical as it provides the ability for the college police department to communicate with all of San Diego County law enforcement agencies as they move to the encrypted systems. The encrypted network also provides interoperability, which allows the fire department and other first responders to communicate on this network during emergencies. Agencies moving to the encrypted system include the Palomar College, Oceanside, and Carlsbad Police Departments, and the San Diego Sheriff's Department, each of which the district relies on for assistance for all campuses. Upgrade of the current hand-held and vehicle radio equipment is required for access to the encrypted network.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as "piggyback") obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the County of San Diego's contract #553982 with Motorola Solutions for the purchase of portable and mobile police radios at the lowest cost and best overall value for district.

The following equipment has been identified with a total list cost, including sales tax, of $233,324.42. By utilizing the referenced County of San Diego contract with an overall negotiated discount of 34.12 percent, the total district cost, including sales tax, is reduced to $147,132.08. Funds are budgeted within fund 11.

QTY	Item	Description
8	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE
8	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP
8	G996AS	ENH: OVER THE AIR PROVISIONING
8	GA00580AA	ADD: TDMA OPERATION
8	G51AU	ENH: SMARTZONE OPERATION APX6500

8	W599BF	ADD: 8 MODE DIRECT ENTRY APX
8	G67DT	ADD: REMOTE MOUNT E5 APXM
8	G78AT	ENH: 3 YEAR ESSENTIAL SVC
8	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED
8	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX
8	G444AH	ADD: APX CONTROL HEAD SOFTWARE
8	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ
8	G806BL	ENH: ASTRO DIGITAL CAI OP APX
8	GA01670AA	ADD: APX E5 CONTROL HEAD
8	W22BA	ADD: STD PALM MICROPHONE APX
8	W969BG	ADD: MULTIKEY OPERATION
8	G361AH	ENH: P25 TRUNKING SOFTWARE APX
13	H98UCH9PW7BN	APX6000 700/800 MODEL 3.5 PORTABLE
13	H869BZ	ENH: MULTIKEY
13	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)
13	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH
13	Q361AR	ADD: P25 9600 BAUD TRUNKING
13	Q58AL	ADD: 3Y ESSENTIAL SERVICE
13	QA00580AC	ADD: TDMA OPERATION
13	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP
13	H38BT	ADD: SMARTZONE OPERATION
13	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION
13	PMMN4062AL	AUDIO ACCESSORY - REMOTE SPEAKER, MICROPHONE, IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54
13	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T
2	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR
1	T7665A	TDMA
3	H869CC	ENH: MULTIKEY
1	T7698A	TDMA
3	W969BL	ENH: MULTIKEY OPERATION
1	T7698A	TDMA
1	G996AY	ENH: OVER THE AIR PROVISIONING
1	W969BL	ENH: MULTIKEY OPERATION
1	T7697A	DIGITAL SMARTZONE
1	G996AY	ENH: OVER THE AIR PROVISIONING
1	GA00580AC	ENH: UPGRADE TO TDMA
1	W969BL	ENH: MULTIKEY OPERATION
1	T7698A	TDMA
1	W969BL	ENH: MULTIKEY OPERATION
1	T7936A	APX UCM UPGRADE CD
9	CA00182AR	ADD: AES ENCRYPTION SOFTWARE
1	T7936A	APX UCM UPGRADE CD
9	CA00840AK	ADD:DES,DES-XL,DES-OFB
1	LSV00Q00203A	ONSITE INSTALL OF SOFTWARE UPGRADES INTO APX PORTABLE AND MOBILE RADIOS

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement with Motorola Solutions in accordance with the terms and conditions of County of San Diego contract #553982, in an amount not to exceed $147,132.08.

MOTOROLA SOLUTIONS [redacted]

Shipping Address:
MIRA COSTA COLLEGE
ONE BERNARD DR
OCEANSIDE, CA 92056
US

Quote Date:02/08/2022
Expiration Date:05/09/2022
Quote Created By:
Andy Grimm
agrimm@daywireless.com
858-864-3660

End Customer:
MIRA COSTA COLLEGE
Nicole Yax
nyax@miracosta.edu
760-795-6640

Contract: 32526 - COUNTY OF SAN DIEGO RCS 553982

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	8	$3,253.00	$2,033.13	$16,265.04
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	8	$879.00	$549.38	$4,395.04
1b	G996AS	ENH: OVER THE AIR PROVISIONING	8	$110.00	$68.75	$550.00
1c	GA00580AA	ADD: TDMA OPERATION	8	$495.00	$309.38	$2,475.04
1d	G51AU	ENH: SMARTZONE OPERATION APX6500	8	$1,320.00	$825.00	$6,600.00
1e	W599BF	ADD: 8 MODE DIRECT ENTRY APX	8	$198.00	$123.75	$990.00
1f	G67DT	ADD: REMOTE MOUNT E5 APXM	8	$327.00	$204.38	$1,635.04
1g	G78AT	ENH: 3 YEAR ESSENTIAL SVC	8	$176.00	$176.00	$1,408.00
1h	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	8	$0.00	$0.00	$0.00
1i	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	8	$66.00	$41.25	$330.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	G444AH	ADD: APX CONTROL HEAD SOFTWARE	8	$0.00	$0.00	$0.00
1k	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	8	$15.00	$9.38	$75.04
1l	G806BL	ENH: ASTRO DIGITAL CAI OP APX	8	$567.00	$354.38	$2,835.04
1m	GA01670AA	ADD: APX E5 CONTROL HEAD	8	$717.00	$448.13	$3,585.04
1n	W22BA	ADD: STD PALM MICROPHONE APX	8	$79.00	$49.38	$395.04
1o	W969BG	ADD: MULTIKEY OPERATION	8	$363.00	$226.88	$1,815.04
1p	G361AH	ENH: P25 TRUNKING SOFTWARE APX	8	$330.00	$206.25	$1,650.00
	APX™ 6000 Series	APX6000				
2	H98UCH9PW7BN	APX6000 700/800 MODEL 3.5 PORTABLE	13	$4,104.00	$2,565.00	$33,345.00
2a	H869BZ	ENH: MULTIKEY	13	$363.00	$226.88	$2,949.44
2b	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)	13	$110.00	$68.75	$893.75
2c	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	13	$110.00	$68.75	$893.75
2d	Q361AR	ADD: P25 9600 BAUD TRUNKING	13	$330.00	$206.25	$2,681.25
2e	Q58AL	ADD: 3Y ESSENTIAL SERVICE	13	$121.00	$121.00	$1,573.00
2f	QA00580AC	ADD: TDMA OPERATION	13	$495.00	$309.38	$4,021.94
2g	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	13	$879.00	$549.38	$7,141.94
2h	H38BT	ADD: SMARTZONE OPERATION	13	$1,320.00	$825.00	$10,725.00
2i	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	13	$567.00	$354.38	$4,606.94

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

MOTOROLA SOLUTIONS [redacted]

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
3	PMMN4062AL	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	13	$127.12	$95.34	$1,239.42
4	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	13	$179.30	$134.48	$1,748.24
5	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR	2	$1,420.20	$1,065.15	$2,130.30

Subtotal $118,953.33

Estimated Tax $9,567.72

Grand Total $128,521.05(USD)

Notes:

- Shipping is included at No Charge.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

MOTOROLA SOLUTIONS

Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)

MOTOROLA SOLUTIONS [redacted]

Shipping Address:
MIRA COSTA COLLEGE
ONE BERNARD DR
OCEANSIDE, CA 92056
US

Quote Date:02/08/2022
Expiration Date:05/09/2022
Quote Created By:
Andy Grimm
agrimm@daywireless.com
858-864-3660

End Customer:
MIRA COSTA COLLEGE
Nicole Yax
nyax@miracosta.edu
760-795-6640

Contract: 32526 - COUNTY OF SAN DIEGO RCS 553982

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	FLASHport Series	APX6000FLASHPORT				
1	T7665A	TDMA	1	$0.00	$0.00	$0.00
1a	H869CC	ENH: MULTIKEY	3	$417.00	$333.60	$1,000.80
	FLASHport Series	APX6500FLASHPORT				
2	T7698A	TDMA	1	$0.00	$0.00	$0.00
2a	W969BL	ENH: MULTIKEY OPERATION	3	$417.00	$333.60	$1,000.80
	FLASHport Series	APX6500FLASHPORT				
3	T7698A	TDMA	1	$0.00	$0.00	$0.00
3a	G996AY	ENH: OVER THE AIR PROVISIONING	1	$127.00	$101.60	$101.60
3b	W969BL	ENH: MULTIKEY OPERATION	1	$417.00	$333.60	$333.60
	FLASHport Series	APX6500FLASHPORT				
4	T7697A	DIGITAL SMARTZONE	1	$0.00	$0.00	$0.00
4a	G996AY	ENH: OVER THE AIR PROVISIONING	1	$127.00	$101.60	$101.60
4b	GA00580AC	ENH: UPGRADE TO TDMA	1	$569.00	$455.20	$455.20
4c	W969BL	ENH: MULTIKEY OPERATION	1	$417.00	$333.60	$333.60

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

MOTOROLA SOLUTIONS [redacted]

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	FLASHport Series	APX6500FLASHPORT				
5	T7698A	TDMA	1	$0.00	$0.00	$0.00
5a	W969BL	ENH: MULTIKEY OPERATION	1	$417.00	$333.60	$333.60
	After Market Encryption Upgrades					
6	T7936A	APX UCM UPGRADE CD	1	$57.50	$57.50	$57.50
6a	CA00182AR	ADD: AES ENCRYPTION SOFTWARE	9	$696.00	$556.80	$5,011.20
	After Market Encryption Upgrades					
7	T7936A	APX UCM UPGRADE CD	1	$57.50	$57.50	$57.50
7a	CA00840AK	ADD:DES,DES-XL,DES-OFB	9	$758.00	$758.00	$6,822.00
	Product Services					
8	LSV00Q00203A	Onsite Install of Software Upgrades into APX Portable & Mobile Radios	1	$1,714.29	$1,714.29	$1,714.29

Subtotal $17,323.29

Estimated Tax $1,287.74

Grand Total $18,611.03(USD)

Notes:

- Shipping is included at No Charge.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

MOTOROLA SOLUTIONS

Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)

Subject: **Approve Agreement with Dovetail for Fixtures, Furniture & Equipment Coordination Services**	**Attachment:** **Dovetail Project Proposal dated 2/22/22**
Category: **Consent Items**	**Type of Board Consideration:** **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The district's bond team is in need of professional services from Dovetail for fixtures, furniture & equipment (FF&E) coordination of the MiraCosta College Communication Hub, Equity Village, and Student Center Complex project. Services will include project development and FF&E design coordination, product evaluation, approval of final specifications, implementation and project close out.

STATUS

Government Code Section 53060 "Special Services and Advice" states: "The legislative body of any public or municipal corporation or District may contract with and employ any persons for the furnishings to the corporation or district special services and advice in financial, economic, accounting engineering, legal or administrative matters if such persons are specially trained and experienced and competent to perform the special services required".

Dovetail's fees for the project are as follows:

Phase I – Planning Fee	$117,500
Phase II – Implementation Fee	$90,300

The expected cost for this project will not exceed $207,800

Funds are budgeted within the district facilities Fund 41.

RECOMMENDATION

Authorize the vice president, administrative services to enter into a professional services agreement with Dovetail for $207,800 for the Communication Hub, Equity Village, and Student Center Complex project.

PROJECT PROPOSAL

Client: **MiraCosta Community College District**
Project: **Communication Hub, Equity Center and Student Center Complex Fixtures, Furniture & Equipment Coordination Consulting Services**
Date: **February 22, 2022**

SCOPE OF WORK

The scope of work below is based on the following assumptions:

- There will be no more than four (4) distinct user groups, represented by two (2) college administrators
- Six (6) buildings, all single story, consisting of approximately 60,000 ASF
- Our project schedule will begin April, 2022, with Phase I: Planning completion anticipated by January 2023. Occupancy of the project is anticipated to be in June, 2025
- Space Types for the project include Offices, Classrooms, Open Study/Work Areas, Meeting Rooms, Support/Print Rooms, Student Gathering Spaces, Storage Rooms, Custodial Rooms, Lactation Spaces, Lounges and Exterior Spaces
- Dovetail will apply current District Furniture Standards for all feasible applications. For Non-standard and Specialty items, FF&E product vendors to be engaged will be centered around CollegeBuys contract holders whenever possible.
- Computer/IT and AV/Media equipment selection and procurement to be handled by the college IT/AV department and/or the building contractor. Dovetail will provide order documentation for these items purchased by the District, and will assist in tracking procurement and receipt of items in this category
- It is anticipated little to no existing equipment will be required within project scope
- This will be a single-phase installation of new FF&E, with installation to occur over no more than a three (3) week timeframe per implementation
- Move Management Scope Planning is included in this scope of work. No move management oversight services are included but can contracted separately if required

Consulting Services performed by Dovetail Decision Consultants, Inc. (Dovetail) includes:

PHASE I: PLANNING SERVICES

Stage I: Programming

- Conduct assessment of overall space and program requirements
- Prepare high-level FF&E budget document, inclusive of preliminary version and two (2) revisions (a revision is defined as a change or request that necessitates the document to be updated beyond minor modifications) during the planning phase
- Develop comprehensive FF&E Space Plan, inclusive of preliminary version and two (2) revisions (a revision is defined as a change or request that necessitates the document to be updated beyond minor modifications) during the planning phase
- Prepare preliminary MEPD/ADA Report for design team, reflecting suggested revisions to building to effectively accommodate initial and future FF&E requirements

Stage II: Product Evaluation

- Guide selection of Fixtures, Furniture & Equipment from updated District Standards
- Provide facilitation of product evaluation and selection for non-standard furniture and all specialty FF&E (other than AV and IT) utilizing District defined Performance Specifications. Includes product Data Sheets with technical specifications, preparation, and submission of equipment information-gathering spreadsheets for user review & approval, and specification details for new and reused equipment required to support the program. Data Sheets are inclusive of a preliminary version and one (1) revision (a revision is defined as a change or request that necessitates the document be updated beyond minor modifications)
- Create Relocation Matrix document for tracking all building occupants in current, swing, and final locations

Stage III: Final Specifications

- Confirm and finalize FF&E Space Plan reflecting final product details
- Create final MEPD, Seismic Bracing and Installation Details Report for FF&E for architect regarding building infrastructure for inclusion in CD's prior to DSA (schedule permitting)
- Provide additional follow up support for FF&E related DSA Back Check comments to architect
- Coordinate and confirm all vendor specifications and finish details
- Issue AV/IT Report to internal team for management

PHASE II: IMPLEMENTATION SERVICES

Stage IV: Implementation

- Coordinate AV/IT requirements with internal team as needed
- Coordinate all vendor's updated FF&E quotes, plans and ordering information
- Prepare Order Documentation packages for District procurement
- Develop and maintain Vendor Tracking Reports reflecting all pertinent data
- Confirm vendors' successful completion of site verification prior to installation, including order modifications as required
- Provide coordination and oversight of vendor's installation for new FF&E items. Note building must be free and clear of all construction trades, clean and ready with elevator access for all vendors to complete their installation process with every entry point easily accessible. Installation process to occur a minimum of four (4) weeks before anticipated occupancy date.
- Facilitate and manage vendor Punch List to completion
- Provide vendor invoice review and approval for District payment

Stage V: Close-out:

- Assemble all close-out documentation noted on Deliverables List (attached)

Project Deliverables

The attached Project Deliverables Checklist outlines the deliverables that are included as part of this proposal. All deliverables shall be provided to the client electronically, in digital format only.

Project Changes in Scope

Client and Dovetail will communicate periodically regarding consulting services noted above. When Dovetail and Client determine that the scope of work has changed sufficiently to warrant a Change of Scope document, Dovetail will submit a written Change Order to the client, defining scope and fee proposed. Written confirmation must be issued to Dovetail by an authorized representative of the Client prior to further work being undertaken by Dovetail.

Project Fee Proposal and Fee Agreement

In consideration for the completion of the above-outlined Scope of Work, Client agrees to pay Dovetail $207,800, exclusive of all project-related expenses. The breakdown of billing for services would be Phase I: Planning fee - $117,500, and Phase II: Implementation fee - $90,300.

Client agrees to pay Dovetail fees for services performed as outlined, including project-related expenses, which will be billed separately. Invoices will be generated on a monthly basis, reflecting equal monthly progress payments, per phase over the course of Phase I and Phase II for the project scope defined. Client agrees that all fees are payable Net Thirty (30) days.

Failure of Client to honor billing statements in a timely fashion prior to the completion of services may constitute grounds for Dovetail to cease services and/or withhold the product(s) from Client but does not relieve Client from its obligation to pay for services rendered by Dovetail.

PRESENTED BY:

Stephanie O'Brien
President/CEO
Dovetail Decision Consultants Inc.

MiraCosta College
Communication Hub, Equity Village and Student Center
Project Deliverables Checklist

PHASE I: PLANNING

Stage I: Project Development

- ☐ Initial FF&E Budget Document
- ☐ Approved Preliminary FF&E Layout Drawings

Stage II: Product Evaluation

Standards Application

- ☐ Completed Application Matrix w/ Finish Selections
- ☐ Completed Individual Selection Forms

Non-Standard and Specialty Applications

- ☐ Approved Data Sheets

Stage III: Final Specifications

- ☐ Approved Vendor Final Quotations
- ☐ Approved Drawing from Vendors (as needed)
- ☐ Final MEPD Report Documentation

PHASE II: IMPLEMENTATION

Stage IV: Project Implementation

- ☐ Order Documentation Transmittal w/Vendor Quotes
- ☐ Vendor Site Verification Documentation
- ☐ Vendor Installation Drawings (as needed)
- ☐ Completed Vendor Punch Lists
- ☐ Vendor Invoice Payment Approval Documentation

Stage V: Project Close Out

- ☐ Vendor Warranty Documents
- ☐ Manufacturers Product Manuals (as needed)
- ☐ Product Training Confirmation (as needed)

Subject:	Attachment:
Ratify and Approve Contracts and Purchase Orders— District	**Contract and Purchase Order Ratification List**
Category:	**Type of Board Consideration:**
Consent Items	**Information** **Consent** ✓ **Action**
Recommended:	**Approved for Consideration:**
Tim Flood **Vice President, Administrative Services**	**Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. calendar year 2022 = $99,100.00), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

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

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

STATUS

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

RECOMMENDATION

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

Contract and Purchase Order Ratification List
February 4, 2022 – March 2, 2022

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

CUPCCAA POs from $5,000 – $200,000			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

In accordance with BP/AP 6340—Bids and Contracts, Emergency Repair Contracts Without Bid, the following transactions were procured when repairs or alternations are necessary to continue existing classes or to avoid danger of life or property.

Emergency Repair Contracts Without Bid			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

POs from $25,000 – $99,100			
PO #	**Vendor**	**Description**	**Amount**
22000390_PO	Fisher Science Education	Equipment (Chem)	$97,505.64
22000401_PO	International Library Services, Inc.	Equipment (Library)	$41,223.81
22000402_PO	Parisi & Venturini Corp	Equipment (Bio)	$41,394.80
22000409_PO	VWR International LLC	Equipment (Bio)	$45,918.57
22000523_PO	Nick Schrock	Contract Services (Career Ed)	$40,000.00
22000562_PO	Dais Inc	Software Maintenance (PIO)	$27,624.60
22000637_PO	Hunter Industries Incorporated	Supplies (Risk)	$55,812.83

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
22000352_PO	Ovid Technologies Inc	EResource Subscription (Lib)	$12,232.00
22000358_PO	NSWC Mechanical Service LLC	Services/Repairs (Fac)	$11,580.02
22000592_PO	Gideon Taylor Consulting LLC	Software Maintenance (Stud Supp)	$10,700.00
22000610_PO	West Coast Duplicaint, Inc.	Contract Services (AIS)	$20,350.00
22000424_PO	Follett	Supplies (CEWD)	$10,564.67

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

POs from $5,000 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
22000347_PO	Computers 2 SD Kids	Student Financial Aid (Admin Svcs)	$7,500.00
22000368_PO	Christopher L. Ryan	Contract Services (Career Ed)	$5,660.00
22000412_PO	Hardy Diagnostics	Supplies (Bio)	$7,957.21
22000434_PO	Allied Refrigeration Inc	Supplies (Fac)	$7,142.06
22000478_PO	VWR International LLC	Equipment (Bio)	$9,283.86
22000509_PO	Achieving the Dream Inc	Contract Services (RPIE)	$8,000.00

22000541_PO	Krueger International Inc	Furniture (Theat)	$9,824.68
22000584_PO	Automotive Data Research	Equipment (Comm Ed)	$9,978.49
22000605_PO	Richards Performance Muffler	Supplies and Equipment (Auto)	$9,206.66
22000635_PO	Gavin D. Pringle	Consulting (Dean Math)	$6,500.00

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

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

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

MOUs and Grants			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

Total Contract Expenditures: $495,959.90
Ratify MCC purchase orders 22000331 through 22000646

Capital Improvement Program Contract and Purchase Order Ratification List
February 4, 2022 – March 2, 2022

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

CUPCCAA POs from $5,000 – $200,000			
PO #	**Vendor**	**Description**	**Amount**
22000430	Botsford Construction, Inc.	04109 Misc. Const. Work (SAN)	$24,200.00
22000577	Elite Relocation Services	04102 Relocation Services (SAN)	$5,486.00

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

POs from $25,000			
PO #	**Vendor**	**Description**	**Amount**
22000421	CDW Government, Inc	04207 IT Equipment (OC)	$98,984.97

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
22000559	Diegoview, LLC	04203 Photographic Documentation (OC)	$24,724.00

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

POs from $0 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
22000334	GST, Inc.	04004 Media and IT Supplies for B100/200 Classrooms (CLC)	$2,479.90
22000335	Communication Wiring Specialists, Inc	04102 Telecom Services (SAN)	$1,120.00
22000336	CDW Government, Inc	04004 Media and IT Supplies (CLC)	$2,344.84
22000337	Union Tribune Publishing Co.	FY21/22 Bid Advertisements (SAN)	$6,000.00
22000420	Elite Relocation Services	04109 Moving Services (SAN	$9,820.80
22000422	CDW Government, Inc	04102 Media Equipment/Supplies (SAN)	$4,346.72
22000500	CDW Government, Inc.	04109 IT Supplies (SAN)	$1,179.06
22000522	Division of the State Architect	04244 DSA Plan Review (OC)	$7,200.76
22000558	CDW Government, Inc.	04004 IT Media Supplies (CLC)	$1,249.21
22000576	CDW Government Inc	04109 Media Equipment/IT Supplies (SAN)	$8,600.15

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
21001378	Elite Relocation Services	04204 Change Order 1 (OCN)	$3,900.00
21002321	Class Leasing, Inc.	04108 Change Order 1 (SAN)	$5,437.50

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

Construction Contract Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000595	Swinerton Builders, Inc.	04203 Change Order 16 (SAN)	$119,592.00
20000600	C W Driver LLC	04202 Change Order 5 (OCN)	$109,778.00
21000214	Align Builders	04004 Change Order 11 (CLC)	$45,582.72
21000285	Balfour Beatty Construction LLC	04215 Change Order 3 (OCN)	$302,823.00
21000285	Balfour Beatty Construction LLC	04215 Change Order 4 (OCN)	$32,307.00
21000866	Saving Sacred Sites	04207 Change Order 1 (OCN)	$(7,713.17)
21001232	Align Builders, Inc.	04103 Change Order 5 (SAN)	$12,035.22
21002140	Ahrens Mechanical	04115 Change Order 1 (SAN)	$312,765.00
21002140	Ahrens Mechanical	04115 Change Order 2 (SAN)	$18,525.87
21002140	Ahrens Mechanical	04115 Change Order 3 (SAN)	$36,909.02
21002477	DICA Enterprises, Inc.	04244 Change Order 1 (OCN)	$19,710.23

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

MM-17-001 – Architectural and Engineering Services Task Orders			
PO #	**Vendor**	**Description**	**Amount**
22000405	Westberg + White, Inc.	04214 Building Architect Svcs. (OC)	$13,000.00

MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000615	The Hill Partnership, Inc.	04103 Change Order 1 (SAN)	$2,332.00
20000615	The Hill Partnership, Inc.	04103 Change Order 2 (SAN)	$2,647.00
20000615	The Hill Partnership, Inc.	04103 Change Order 3 (SAN)	$70,017.00
21002768	MJK Architecture	04112 Change Order 1 (SAN)	$44,000.00

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

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

MM-17-002 – Geotechnical Engineering Task Change Orders

PO #	Vendor	Description	Amount
21002280	SMS Geotechnical Solutions, Inc.	04115 Change Order 1 (SAN)	$25,000.00
21002406	Atlas Technical Consultants, LLC	04203 Change Order 1 (OCN)	$6,000.00

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

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

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

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

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

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

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

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

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

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

MM-19-014 – Special Inspection Task Orders

PO #	Vendor	Description	Amount
22000578	Dudek	04201 Environmental Compliance Monitoring (OC)	$16,750.00
22000579	Dudek	04204 Environmental Compliance Monitoring (OC)	$16,750.00

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

Total Contract Expenditures: $1,405,884.80
Ratify purchase orders — 22000420-22000422, 22000334-22000337, 22000430, 22000500, 22000522, 22000558-22000559, 22000576-22000577
Ratify purchase orders (Task Orders) — 22000405, 22000578-22000579
Ratify purchase orders (Contracts) — 2200430, 2200577

Subject:	Attachment:
Approve Submission of 2021 California Community Colleges Trustee Board Election Ballot	**2021 CCCT Board Election Candidates**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✔
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The official ballot of the 2022 California Community College Trustee (CCCT) board election must be signed and returned to the Community College League of California office no later than April 25, 2022. Thirteen candidates are running for the six open positions on the CCCT board this year.

STATUS

The board of trustees must take action to approve submitting an election ballot for the MiraCosta Community College District. Each board member is asked to choose six candidates on the draft ballot, which must be returned to the superintendent/president no later than April 22, 2022. These votes will be tallied, and the top six candidates will be submitted on the official CCCT ballot.

The statements of candidacy for the six candidates can be reviewed at https://www.ccleague.org/about-us/california-community-college-trustees-ccct.

RECOMMENDATION

Approve submission of 2022 California Community College Trustee board election ballot.

2022 CCCT Board Election
Candidates Listed in Secretary of State's Random Drawing Order of August 12, 2021

VOTE FOR NO MORE THAN SIX (6) CANDIDATES

1. Kenneth Brown, El Camino CCD*
2. Mary Ann Lutz, Citrus CCD
3. Jose Alcala, Riverside CCD
4. Mary Strobridge, San Luis Obispo County CCD
5. Tamara Silver, Pasadena Area CCD
6. Danny Kelley, Redwoods CCD
7. Marcia Milchiker, South Orange County CCD
8. Stacy Davis, Palo Verde CCD
9. Juan Delgado, Yuba CCD
10. Ines De Luna, Napa Valley CCD
11. Lisa Petrides, San Mateo CCD
12. Sharon Pinkerton, Victor Valley CCD
13. Milton Richards, Yosemite CCD

* Incumbent

Subject: **Appoint Independent Citizens' Bond Oversight Committee Members**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

After the passage of Measure MM on November 8, 2016, the governing board established an Independent Citizens' Bond Oversight (ICBOC) committee on March 9, 2017, as required by state law. The purpose of the committee is to keep the public informed about the expenditure of bond revenues, review and report on the proper expenditure of taxpayers' money for school construction and advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements, as contained in the California Constitution. The committee consists of seven (7) members as follows:

- One (1) member active in a business organization representing the business community located in the district
- One (1) member active in a senior citizens' organization
- One (1) member active in a bona-fide taxpayers association
- One (1) student enrolled and active in a community college support group
- One (1) member active in a support organization for the district, such as a foundation
- Two (2) members of the community at large

Per the Independent Citizens' Bond Oversight Committee Bylaws, Section 5. Membership, 5.4 Term, "…each member shall serve a term of two (2) years, commencing as of the date of appointment by the board. No member may serve more than three (3) consecutive terms…"

STATUS

Members Alec Babiarz, who represents a support organization for the district, and Larry Barry, who represents the bona-fide taxpayers association, have served for an initial two (2)-year term and have filed applications to serve a second term during the open recruitment process. It is recommended that they be reappointed for a second two (2)-year term.

RECOMMENDATION

Appoint Independent Citizens' Bond Oversight committee member, as stated above.

Subject: **Adopt Resolution No. 15–21/22 – Excuse Board Member Absence**	**Attachment:** **Resolution No. 15–21/22 – Excuse Board Member Absence**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Board Policy 2725–Board Member Compensation and Education Code section 72024 establish that a board member may be paid for any meeting when absent if the board by resolution excuses the absence for performance of services for the community college district outside the board meeting, illness, jury duty, or a hardship deemed acceptable to the board.

STATUS

Trustee William Fischer was absent from the regular board meeting of the MiraCosta Community College District Board of Trustees on February 24, 2022, due to illness.

RECOMMENDATION

Adopt Resolution No. 15–21/22, excusing the absence of Trustee William Fischer from the regular board meeting of the MiraCosta Community College District Board of Trustees on February 24, 2022.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 15–21/22
EXCUSE BOARD MEMBER ABSENCE

WHEREAS, Trustee William Fischer was absent from the regular meeting of the MiraCosta Community College District Board of Trustees on February 24, 2022, due to illness.

NOW, THEREFORE, BE IT RESOLVED by the MiraCosta Community College District Board of Trustees that the above-noted absence of Trustee Fischer is excused and that, in accordance with the applicable provisions of the Education Code, no reduction in monthly compensation will be made for the absence.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District of San Diego County, California, this 24th day of March 2022, by the following vote, which constitutes a majority of the board of trustees:

AYES:

NOES:

ABSTAINING:

ABSENT:

STATE OF CALIFORNIA)
)
SAN DIEGO)

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

_____
Secretary to the Board of Trustees

Subject: **Board Policy 2015 – Student Trustee**	**Attachment:** **Board Policy 2015 – Student Trustee**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 2015 – Student Trustee has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 2015 is included for reference only.

RECOMMENDATION

Adopt Board Policy 2015 – Student Trustee.

In accordance with the provisions and limitations of the Education Code, the board of trustees designates that the student member of the board of trustees, called the student trustee, shall be elected by the students enrolled in the MiraCosta Community College District in accordance with procedures prescribed by the board of trustees no later than May 1 of each year, to serve a one-year term commencing June 1. The election process and term shall be outlined in the constitution and bylaws of the Associated Student Government of MiraCosta College.

Student trustees have the same general responsibilities as all trustees to represent the interests of the entire community; however, they also provide a student perspective on the issues facing the board. Student votes are advisory and nonbinding.

The student trustee is expected to attend all board meetings, interact regularly with college officials, maintain regular contact with the Associated Student Government, and attend statewide meetings as necessary.

The student trustee has the right to:

A. Attend all meetings of the board of trustees, with the exception of closed sessions.

B. Participate in discussions, ask questions, and be seated with the board. As an official member of the board, the student trustee is entitled to receive materials furnished to regular board members with the exception of materials related to closed sessions.

C. Be reimbursed for mileage to the same extent and under the same policies as other board members.

D. Cast an advisory opinion, which will be reported in the official minutes. This advisory vote will not count in determining if an item passes.

The board of trustees will by May 15 of each year review procedures outlining the privileges, compensation, and travel arrangements accorded to the student trustee. Such procedures will be effective June 1 to May 31 of each year and shall be contained in Administrative Procedures 2015.

The superintendent/president, or their appointed designee, shall act as the mentor to the student trustee. Training for new student trustees will be conducted as outlined in Administrative Procedure 2740, Board Education.

Adoption History:	9/15/09, 4/20/10, 4/12/11, 4/24/12, 4/23/13, 4/16/14, 4/22/15, 5/11/16, 4/20/17, 5/12/18, 2/21/19, 5/14/20, 3/18/21, xx/xx/xx
References:	Education Code §72023.5 Community College League of California Trustee Handbook, http://www.ccleague.org/files/public/TrustHdbkWeb.pdf California Code of Regulations, Title 19, Division 2, Chapter 4, Subchapter 3, Article 1, §2572.2
CCLC Update:	#20, 3/12
Steering:	VPSS / N/A

The qualifications for this office shall include:

A. Enrollment in at least five (5) semester credit units of work at MiraCosta College, at the time of application and during the term of office.

B. Possession of a least a 2.0 grade-point average at the time of application and during the term of office.

C. Be free of academic or disciplinary probation, at the time of application and during the term of office.

The remuneration for the student trustee shall be one-half the amount received by the Board of Trustees. Mileage will be reimbursed at the current rate paid to district employees for board-related meetings and events where the student trustee serves as a representative of the Board of Trustees. In addition, the student trustee shall receive a $250 book voucher per semester, including summer intersession, for a total of $750.

If the student trustee does not attend all regular meetings held by the board in any month, they may receive an amount not greater than a pro-rata share of the number of meetings actually attended, based upon the maximum compensation.

The student trustee may travel to conferences and meetings associated with the role of being a student trustee, and must be accompanied by a MiraCosta College staff member. The superintendent/president shall approve and pay for appropriate Student Trustee travel.

The student trustee shall be an ex-officio member of the Associated Student Government of the MiraCosta College Student Senate.

The student trustee may be declared in abandonment of office by the board president and removed from office by the board if they fail to attend three (3) consecutive, regularly scheduled Board of Trustee meetings for other than good cause.

If any of the qualifications (listed above) are not met during the student trustee's term of office, they may be removed from office by the Board of Trustees.

The students enrolled in the MiraCosta Community College District reserve the right to recall the student trustee for cause other than the qualifications outlined in this procedure and elect a new student trustee. Procedures for recall and election of a new student trustee shall be contained in the constitution and codes of the Associated Student Government of MiraCosta College.

Effective Date:	9/15/09, 4/20/10, 4/12/11, 4/24/12, 4/23/13, 4/16/14, 8/12/14, 4/7/15, 5/11/16, 4/20/17
References:	Education Code §72023.5
Steering:	VPSS / N/A

Subject: **Board Policy 3500 – Campus Safety**	**Attachment:** **Board Policy 3500 – Campus Safety**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 3500 – Campus Safety has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3500 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 3500 – Campus Safety.

The Board of Trustees is committed to a safe and secure district work and learning environment. To that end, the superintendent/president shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and staff. The campus safety plan shall include availability and location of police personnel, methods for summoning assistance of police personnel, locations of emergency call boxes to summon police personnel, and any special safeguards that have been established (e.g. student escort services, self-defense training for students).

In the event of an emergency, students and staff will be notified by email, text, and/or telephone. If a crime has been committed and the threat is continuing, timely warnings will be sent to the campus community.

See Administrative Procedure 3500.

Adoption History:	12/8/09, 4/6/16
Periodic Review:	xx/xx/xx
References:	Education Code §67380(a)(4)
CCLC Update:	--
Steering:	VPAS / N/A

A campus safety plan shall be developed and provided to students and staff as a brochure entitled "Safety and Security Report", and published on the college Web site. Postcards informing students and staff of the electronic and physical locations of the Safety and Security Report shall be sent to all students and staff annually.

The College Police Department prepares annually updates, and presents to the Board of Trustees a written report containing statistical information on all occurrences reported to campus security of the following:

A. Reports made to College Police of crimes committed on campus that involve violence, hate violence, theft, or destruction of property.

B. Arrests for crimes that are committed on campus that involve violence, hate violence, theft, or destruction of property.

C. Incidences of illegal drug possession or intoxication on campus.

D. Incidences of alcohol intoxication on campus.

E. All occurrences of acts of hate violence reported to campus authorities.

F. Written records of acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

G. All sexual assaults and sex-related crimes.

Note: Education Code §67380 defines "hate violence" as "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, disability, or political or religious beliefs of that person or group." Education Code §67380 requires reporting of both occurrences reported to College Police or safety authorities of and arrests for crimes that involve hate violence (§67380(a)(1)(A)) and of noncriminal acts of hate violence (Education Code §67380 (a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

Effective Date:	12/8/09, 2/19/16, 12/16/21
Reference Update:	11/14
References:	Education Code §§212, 67380, 87014 Penal Code §245 20 U.S. Code §§1092(f), 1232g 34 Code of Federal Regulations §§668.46, 99.31(a)(13), (14) Campus Security Act of 1990
CCLC Update:	#11, 8/06; #20, 3/12; #22, 6/13; #25, 11/14
Steering:	VPAS / N/A

Subject: **Board Policy 3530 – Weapons on Campus**	**Attachment:** **Board Policy 3530 – Weapons on Campus**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 3530 – Weapons on Campus has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3530 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 3530 – Weapons on Campus.

Firearms or other weapons shall be prohibited on any college or district center or in any facility of the district, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency. Duly-sworn police officers are exempt from this policy through the authority vested in the College Police by the Board of Trustees.

This policy does not apply to a duly-appointed peace officer as defined in Chapter 4.5 (commencing with §830) of Title 3 of Part 2 of the California Penal Code, full-time paid peace officer of another state or the federal government who is carrying out official duties while in California, any person summoned by any of these officers to assist in making arrests or preserving the peace while they are actually engaged in assisting the officer, a member of the military forces of this state or of the United States who is engaged in the performance of their duties, or an armored vehicle guard engaged in the performance of their duties, as defined in subdivision (d) of §7582.1 of the Business and Professions Code. The policy also does not apply to an honorably retired peace officer authorized to carry a concealed or loaded firearm.

Adoption History:	10/6/09, 6/22/16
Periodic Review:	xx/xx/xx
References:	Penal Code §§626.9, 626.10
CCLC Update:	#16, 4/09
Steering:	VPAS / N/A

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any district campus, or at any district center or in any facility of the district. The prohibition of firearms on any District campus, District center, or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm, with the exception of federal or state certified, sworn officers.
Persons wishing to bring weapons, weapon facsimiles, or dangerous objects to a campus or center of MiraCosta College for instructional purposes must request and receive written permission from the MiraCosta College Police Department (MCPD).

Bringing onto the grounds or possessing any dirk, dagger, ice pick, knife having a fixed blade longer than 2.5 inches, or a tool altered for use as a weapon is prohibited on any district campus, unless the person is authorized to possess such a weapon in the course of their employment, has been authorized by a district employee to have the weapon, or is a duly appointed peace officer who is engaged in the performance of their duties. Any student or employee who MCPD has authorized to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Effective Date:	10/6/09, 3/10/22
Periodic Review:	3/18/16
References:	Penal Code §§626.9, 626.10
CCLC Update:	#16, 4/09; #21, 9/12; #28, 4/16
Steering:	VPAS / N/A

Subject: **Board Policy 3840 – Children on Campus**	**Attachment:** **Board Policy 3840 – Children on Campus**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 3840 – Children on Campus has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

There is not an Administrative Procedure 3840.

RECOMMENDATION

Adopt Board Policy Board Policy 3840 – Children on Campus.

For purposes of this board policy, the term "child" means an individual under the age of 13 years who is not enrolled in MiraCosta College as a full-time or part-time student. Under the limited circumstances set forth in this policy, a child may be part of the MiraCosta College teaching-learning environment. Whenever a child is present, however, thoughtful, adult supervision is required.

The district is committed to providing a physical environment that enhances teaching and learning, while supporting the personal safety of all members of the campus community.

Children are not permitted to be on any MiraCosta College site. If a child's presence is not disruptive, or no health and safety risks are identified, the following exceptions may apply:

- The child is enrolled in MiraCosta College's Child Development Center or other instructional programs of MiraCosta College.
- The child is attending a public event and is accompanied by at least one adult.
- The child is accompanied by an adult who is accessing a student service.
- The child is enrolled in community education summer programs for children or who is attending community services classes per Education Code 78300(b).
- The child is participating in a regular class with the approval of both a parent and the instructor.

Unaccompanied Children

Under no circumstances may an unattended or unsupervised child be on MiraCosta College property, including playing, roaming, and occupying grounds or buildings. Leaving a child unattended may violate penal codes regarding child abandonment and child endangerment. Any MiraCosta College employee who finds an unaccompanied child on district property shall immediately inform College Police.

Adopted:	5/18/16
Periodic Review:	xx/xx/xx
References:	Penal Code §270 and 273a Welfare and Institutions Code 625
CCLC Update:	--
Steering:	VPSS/ ~~VPBAS~~ VPAS / N/A

Transportation Services

Children are not permitted as passengers in any form of district transportation, including but not limited to golf carts, cars, vans, trucks, and buses, except unless registered in or as part of a class or program. Children involved in field trips through Child Development Center enrollment are required to meet all federal and state child-restraint regulations when riding in district vehicles.

Visitors, including children, to any MiraCosta College facility are subject to all relevant MiraCosta College board policies and administrative procedures.

Parents and guardians have the ultimate responsibility for the safety and wellbeing of the children in their care. MiraCosta College and its officers, officials, employees, and agents shall not be liable for the consequences of children being on campus. Students, employees, and accompanying adult visitors may not leave a child unsupervised on campus at any time.

Subject: **Board Policy 6320 – Investments**	**Attachment:** **Board Policy 6320 – Investments**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 6320 – Investments has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 6320 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 6320 – Investments.

The superintendent/president is responsible for ensuring that funds not required for the immediate needs of the district are invested in accordance with law, including California Government Code §§53600, et seq.

Investments shall be made based on the following criteria:

A. The preservation of principal shall be of primary importance.

B. The investment program must remain sufficiently liquid to permit the district to meet all operating requirements.

C. Return on investment shall be sought for funds not required for the immediate needs of the district.

Transactions should be avoided that might impair public confidence.

See Administrative Procedures 6320, 6322, Employee Indemnity Bonds, and 6325, Payroll.

Adoption History:	11/17/09
Periodic Review:	11/18/15, xx/xx/xx
References:	Government Code §§53600, et seq.
CCLC Update:	#24, 4/14
Steering:	S/P

The vice president, administrative services, is responsible for investing the funds of the district that are not required for the immediate needs of the district. Funds so invested shall follow the investment policies approved by the board of trustees in accordance with the Government Code §§53600, et seq. and the following investment priorities:

A. The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.

B. The investment program should remain sufficiently flexible to enable the district to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.

C. Funds not required for the immediate needs of the district shall be prudently invested in order to earn a return on such investment.

In managing district investments, district officials should avoid any transaction that might impair public confidence.

Investment should be made with precision and care, considering the probably safety of the capital, as well as the probable income to be derived. (See Government Code § 53600.6 regarding solvency and credit worthiness.)

District funds maintained by the San Diego County Treasurer that are not required for the immediate needs of the district may be invested as follows:

A. County Treasurer's Investment Pool: Investment of district funds may be delegated to the County Treasurer. In accordance with county procedures, district funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code §53635 and investment policies adopted by the County Board of Supervisors.

B. District funds not required for the immediate needs of the district may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code §16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code §16430 or the Surplus Money Investment Fund, and as determined by the Local Investment Advisory Board (Government Code §16429.2).

Effective Date:	11/17/09, 11/10/15, 11/21/19
References:	Government Code §§53600 et seq.
CCLC Update:	#24, 4/14
Steering:	S/P

C. Other Investments: Other investments as permitted by Government Code §§53600, et seq., and in particular Government Code §§53601 and 53635, may be made by the vice president, administrative services, subject to prior approval of the Board of Trustees.

By resolution of the board of trustees, the district may establish a retirement board (irrevocable trust investment board) and authorize participation in the programs and activities provided for by way of an irrevocable trust agreement. The retirement board shall review and make recommendations on the form of investments of funds allocated for investment in the district's retiree health-benefit program. Such review and recommendations of the retirement board shall be provided annually to the board.

Subject: **Board Policy 6400 – Financial Audits**	**Attachment:** **Board Policy 6400 – Financial Audits**
Category: **Board Policies – Periodic Review**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A periodic review of Board Policy 6400 – Financial Audits has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 6400 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 6400 – Financial Audits.

There shall be an annual outside audit of all funds, books, and accounts of the district in accordance with the regulations of Title 5. The superintendent/president shall assure that an annual outside audit is completed. The superintendent/president shall recommend a certified public accountancy firm to the board with which to contract for the annual audit.

See Administrative Procedure 6400.

Adoption History:	11/17/09
Periodic Review:	11/18/15, xx/xx/xx
Reference Update:	4/15
References:	Education Code §84040(b) ACCJC Accreditation Standard III.D.7
CCLC Update:	#26, 4/15;
Steering:	S/P

In the event any external or internal audit identifies any deficiency, the superintendent/president or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate the audit finding is invalid or does not warrant action.

External Audit

On or before May 1 of the fiscal year preceding the fiscal year to be audited, the board of trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the district. The audit shall identify all expenditures by source of funds and shall contain the following:

A. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code section 84040.5 and Title 5, section 59102.

B. A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the State Chancellor's Office by December 31. The annual district audit must be presented to the board for information.

Internal Audit

The superintendent/president or vice president, administrative services may call for an audit whenever the best interest of the district will be served. The vice president, administrative services and their designee may independently audit any district account, including student organization and bookstore accounts and the revolving cash funds. Audit adjustments must be recorded in the accounting system and are to be reflected on the subsequent year's CCFS-311. District internal audits must be presented to the board for information.

Effective Date:	11/17/09, 11/22/11, 2/1/18, 8/16/18
References:	Education Code §§84040.5, 81644 Title 5, §59102 ACCJC Accreditation Standard III.D.7
Reference Update:	4/15, 10/17
CCLC Update:	#26, 4/15; #31, 10/17
Steering:	S/P / N/A

Subject: **Board Policy 6700 – Civic Center and Other Facilities Use**	**Attachment:** **Board Policy 6700 – Civic Center and Other Facilities Use**
Category: **Board Policies – Second Reading**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Revisions to Board Policy 6700 – Civic Center and Other Facilities Use have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 6700 is included for reference only.

RECOMMENDATION

Adopt Board Policy 6700 – Civic Center and Other Facilities Use.

Each of the three MiraCosta College sites has areas designated for use as a civic center. The district, at its sole discretion, reserves the right to determine which spaces may be designated as applicable to being a civic center. Use of the civic center shall be granted as provided by law. The superintendent/president shall establish procedures regarding the use of ~~college~~ district property, including but not limited to facilities, equipment and supplies, and support services by community groups and other outside contractors. Specific rules apply to specialty district civic center spaces (e.g. performance space, gymnasium, athletic fields, etc.) in which required procedures will need to be followed.

The~~se~~ administrative procedures shall reflect the requirements of applicable law, including Education Code §82537, regarding civic centers. The ~~regulations~~ procedures shall include reasonable rules regarding the time, place, and manner of use of district facilities. They shall assure that persons or organizations using ~~college~~ district property are charged such fees as are authorized by law.~~-~~ Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

At its sole discretion, the district may permit, without charging a usage fee or charge to reimburse the district for operational costs related to the event, the use of any district facilities or grounds under its control when an alternative location is not available, to nonprofit organizations and clubs and associations organized for general character building or welfare purposes, as stated under Education Code §82542 (a). Waiving the reimbursement of any direct operational costs incurred by a nonprofit organization requires the written approval of the superintendent/president or the v~~V~~ice p~~P~~resident, ~~Business and a~~Administrative s~~S~~ervices.

Public use of district property shall not be granted if it interferes with scheduled instructional programs, events, performances, rehearsals, college assemblies, or other activities of the district on behalf of students.

No group or organization may use district property for purposes that unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation~~disability, sex (i.e., gender), or sexual orientation~~, or the perception that a person has one or more of the foregoing characteristics, or because a person associate with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law. ~~.~~

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they

reside." (Education Code Section 82537(a)) In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

See Administrative Procedure 6700.

Adoption History:	2/16/10
Periodic Review:	5/15
Reference Update:	4/16
References:	Education Code §§82537, 82542 Title 5 §§59601 et sec.
CCLC Update:	#17, 2/10, #21, #21, 9/12, #25, 11/14, #18, 4/16
Steering:	VPAS

General Provisions

District facilities identified as civic centers or as designated public forums are available for community use when such use does not conflict with district programs and operations. Facility use shall be limited to places and times identified by the superintendent/president or designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of district facilities because of the content of the speech to be undertaken during the use.

The superintendent/president is responsible for the coordination and implementation of these procedures. The superintendent/president shall determine all applicable fees to be charged, in accordance with the districts Facility Use Fee Schedule (Exhibit A).

Outside the designated public forum areas, the following shall apply: all nondistrict (as defined in Education Code sections 82537 and 82542) user groups shall be required to complete an Application and Agreement for Use of College Facilities (Exhibit B), including the district's prescribed hold-harmless and indemnification agreement acknowledging financial responsibility for any losses, damages, or injuries incurred by any person as a result of the use of the facilities. At the discretion of the district, user groups may be required to provide a certificate of insurance with limits acceptable to the district and/or other proof of financial responsibility acceptable to the district. The district risk management officer can furnish additional information and resources to assist with the necessary insurance requirements.

All facility-use applications shall be reviewed and approved by at least the appropriate site campus coordinator unless otherwise specifically designated below in the special priorities listings. The campus coordinator may forward the applications to the director of facilities, district risk management officer, and college police chief, or their designees, based on the request and type of event being scheduled. These additional reviewers shall be responsible to also identify any requirements and reimbursable costs related to the events. Any exceptions to the civic-center procedures and any long-term commitments must be approved by the appropriate site administrator.

Effective Date:	2/16/10, 3/12/13, 5/12/15
References:	Education Code §§82537, 82542 Public Resources Code §42648.3 Clark v. Community for Creative Nonviolence (1984) 468 U.S. 288, 104 S. Ct 3065, 82 L.Ed.2d 221 Title V §§59601 et seq.
CCLC Update:	#28, 4/16; #26, 4/15
Reference Update:	4/16, 5/15
Steering:	VPAS / N/A

The site coordinators are:

Oceanside Campus – Director, Cashiering

San Elijo Campus – Administrative Secretary

Community Learning Center – Noncredit Student/Faculty Support Assistant

The site administrators are:

Oceanside Campus – Vice President, Administrative Services

San Elijo Campus – Dean

Community Learning Center – Dean

Listed below are the general and site-specific priorities that apply to the MiraCosta College civic centers.

General Priorities for All Campuses

A. Credit classes.

B. Activities directly in support of credit classes (e.g., open lab hours).

C. Community education and community services classes.

D. Student activities and club meetings (approved by the Student Activities Office).

E. Other college departmental activities or college-sponsored activities.

F. College-affiliated groups (e.g. MiraCosta College Foundation, Friends of the Library, MiraCosta Horticulture Club).

G. Community nonprofits as defined in Education Code section 82542.

H. Other community organizations and businesses.

Special Priorities Unique to the Oceanside Campus

A. Student Center Aztlan A/B: Only college groups or college-sponsored groups may use these rooms. Ongoing classes of any type are not to be scheduled in these rooms without permission of the designated campus coordinator and the vice president, student services.

B. Student Center Temescal: Only approved student activities, sponsored by the Associated Student Government, its student organizations, and/or the Student Activities Office, shall be booked on an ongoing basis in Temescal. Bookings are scheduled through the Student Activities secretary.

C. Student Center Club Room: Reserved solely for club use. Bookings are scheduled through the Student Activities secretary.

Special Priorities Unique to the San Elijo Campus

A. Student Center Conference Room(s) A/B: The San Elijo Campus is unique in that it only has two conference rooms that must be shared by all campus users in addition to community groups. These facilities are the only meeting rooms where faculty, staff, students, or community users are allowed to have food. Because of these campus limitations the priorities for Conference Room(s) A/B are the following:

    1. College departmental activities or college-sponsored activities.

    2. Student activities and club meetings (approved by the Student Activities Office).

    3. College-affiliated groups (e.g. Women's Advisory Committee, Friends of the Library, MiraCosta College Foundation).

    4. Community nonprofits as defined in Education Code section 82542.

    5. Other community organizations and businesses.

    6. Ongoing community education and community services classes.

Civic Centers

Eligible persons or groups may use district buildings or grounds designated as the civic center for public, literary, scientific, recreational, educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use district facilities upon payment only of the following:

A. The cost of opening and closing the facilities if no district employees would otherwise be available to perform that function as a part of their normal duties.

B. The cost of a district employee's presence during the organization's use of the facilities if it is determined that the supervision is needed and if that employee would not otherwise be present as part of his or her normal duties.

C. The cost of custodial services if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

D. The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of district facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other district employees, and salaries paid to district employees necessitated by the organization's use of district facilities and grounds of the district.

If the district deems that use by a civic-center group poses substantial risk of damage of loss to the district property, a deposit will be required. Any portion of the deposit not so used will be refunded to the applicant.

All athletic events and other events that the district deems may pose a substantial risk are required to provide proof of insurance by means of a certificate of insurance evidencing liability coverage in a minimum amount of $1,000,000 and containing an endorsement naming the district as additional insured. This certificate must be received by the district at least one week prior to the event.

The following shall be charged at least the fair rental value* for the use of district facilities or grounds. The district specifically reserves the right to charge an amount in excess of the fair rental value as permitted by statue and regulation:

A. Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of these services.

B. Entertainments, events, or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes.

*Fair rental value means the direct costs to the district, plus the amortized costs of the district facilities or grounds used for the duration of the activity authorized.

General Rules for Facilities Use

The district, at its sole discretion, reserves the right to determine which spaces may be designated as applicable to being a civic center. Application requests for use of district facilities must be made at least thirty (30) days in advance of the first date of use being requested. Any exceptions to the thirty-day requirement are at the sole discretion of the appropriate site coordinator. Requests shall be on forms provided by the district. Permission to use facilities shall be granted by the site coordinator of the affected site. Specific rules apply to specialty district civic-center spaces (e.g. performance space, gymnasium, athletic fields, etc.) in which required procedures would need to be followed. The venue-specific procedures shall be in writing, on file in the room-scheduling office, and given to each applicant for a venue in advance of the event. As a part of the application process, the applicant must acknowledge in writing the venue-specific requirements.

Overnight camping on district facilities, including in the designated public forum areas, is prohibited. No person or organization may use any district facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

If the nature of the use of facilities is such that there may be loss and/or damage to district property or at any other time requested by the district, a deposit shall be required to cover loss and/or damage. Any portion of the deposit not used to cover loss and/or damage will be refunded to the applicant.

The district may require at its sole discretion, based on the size and nature of the event, additional district security and custodial services at the sole expense of the applicant.

All grounds, buildings, and equipment must be returned to their original condition and location after use, unless other arrangements are approved in the application.

District activities shall have priority in use of district facilities. Use of district facilities by off-campus groups shall not interfere with scheduled district activities.

Only those facilities approved in the application shall be used.

Authorization to use the civic center shall be based on a reservation system and the priorities for student and other use detailed at the end of this procedure. No person or organization may be granted a monopoly on any facility.

All charges for the use of district facilities are payable forty-eight weekday, non-holiday hours in advance.

Specialized equipment shall not be used unless a district-qualified instructor or other qualified district employee is present.

Any persons applying for use of district property on behalf of any groups shall be a member of the groups, and unless they are an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to district property.

The district may require security personnel as a condition of use whenever it is deemed to be in the district's best interests.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of district property and failure to pay promptly for any damage to district property.

All grounds, buildings, and equipment must be returned to their original condition and location after use, unless other arrangements are approved in this application.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any forms shall be brought onto the property of the district except as permitted by applicable statute and in accordance with the current district procedures (Administrative Procedure 3550, 3560, 3570). Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

Food and drink are prohibited for consumption or sale unless specifically approved in advance as part of the application.

Minors using district facilities must be under adult supervision at all times.

No structures, electrical modifications, or mechanical apparatus, equipment, or vehicles may be erected, installed, used, or operated on district property without specific written approval by the superintendent/president or designee.

The dates and hours of use approved in the application must be observed.

An authorized district employee must be present to open and close the facilities. No person applying for use of district property shall be issued a key, pass card, or key fob to any district facilities or grounds unless approved by the superintendent/president or designee.

Parking regulations must be followed. Parking is restricted to marked parking lots. All activities shall be in accordance with district health-and-safety requirements. (Board Policy/ Administrative Procedure 6800)

All decorative materials, including but not limited to draperies, hangings, curtains, signage, drops, etc., shall be approved as part of the application process. If approved, materials must be made or treated with flame-retardant processes approved by the district's director of facilities and/or the local jurisdiction fire marshal.

Use of District Facilities

At its sole discretion, the district may permit without charge the use of any district facilities or grounds under its control when an alternative location is not available, to nonprofit organizations and clubs and associations organized for general character building or welfare purposes as stated under Education Code section 82542(a) as follows:

A. Student clubs and organizations.

B. Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district.

C. Parent-teacher associations.

D. School-community advisory councils.

E. Camp Fire Girls, Girl Scout troops, and Boy Scout troops.

F. Senior-citizen organizations.

G. Other public agencies.

H. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes.

I. Public agencies or nonprofit agencies, such as the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

EXHIBIT A

MiraCosta College
Daily Facility Fee Schedule Hourly Rate
Two-Hour Minimum Unless Otherwise Noted

	Classification I	Classification II	Classification III
Standard Classroom	N/C	$25.00	$50.00
Large Lecture Room/ Auditorium	N/C	$40.00	$80.00
Conference Rooms	N/C	$40.00	$80.00
Dining Room	N/C	$50.00	$100.00
Performing Arts Studio A	N/C	to be determined	to be determined
Performing Arts Studio B	N/C	to be determined	to be determined
Gymnasium	N/C	$50.00	$100.00
Amphitheatre	N/C	$25.00	$50.00
Concert Hall	N/C	to be determined	to be determined
Tennis Courts (per court)	N/C	$10.00	$20.00

Daily Facility-Fee Schedule Rate
For Four Hours or Less or More than Four Hours

Baseball Field	N/C	$60-4 hours or less $100-more than 4 hrs.	$120-4 hours or less $200-more than 4 hrs.
Soccer Field	N/C	$60-4 hours or less $100-more than 4 hours	$120-4 hours or less $200-more than 4 hours
Track	N/C	$100-4 hours or less $200-more than 4 hours	$200-4 hours or less $400-more than 4 hours
Grounds	N/C	$100-4 hours or less $200-more than 4 hours	$200-4 hours or less $400-more than 4 hours
Parking Lot	N/C	$100-4 hours or less $200-more than 4 hours	$200-4 hours or less $400-more than 4 hours

Equipment Fees Per Day

Computer and LCD Projector	$100.00
P.A. System	$70.00
Camcorder with Tripod	$60.00
Piano	$80.00

Fees for Staff Time

Custodian/Grounds Overtime	$70/hour
Media Services Operator Overtime	$60/hour
Campus Police Overtime	$62/hour (Officer), $79/hour (CP Supervisor)

Classification I:	Organizations listed in Education Code section 82542 (a).
Classification II:	Organizations not listed in Education Code section 82542 (a) but that are not conducting an event where fees are charged or contributions are solicited and the net receipts of the revenues are not expended for the welfare of the students of the districts or a charitable purpose.
Classification III:	Organizations conducting events where fees are charged or contributions are solicited and the net receipts of the revenues are not expended for the welfare of the students of the districts or a charitable purpose. Refer to Education Code section 82542 (f), revised 11/20/09.

EXHIBIT B

MiraCosta Community College District
Application and Agreement for Use of College Facilities

Organization _____

Is the organization a registered, nonprofit entity? YES / NO If YES, Tax ID Number _____

Contact person _____ Title _____

Address: _____

City _____ State _____ Zip _____

Phone(s)_____Fax_____E-mail_____

Facility requested _____

Oceanside campus: send form to Special Serv. Coord., MS-13; MiraCosta College; 1 Barnard Drive; Oceanside, CA 92056.
San Elijo campus: send form to SEC Special Serv. Coordinator; MiraCosta College; 3333 Manchester Avenue; Cardiff, CA 92007.
Community Learning Center: send form to Faculty/Staff Support Assistant; 1831 Mission Ave., Oceanside, CA 92054.

Title and Description of proposed event _____

_____

_____

Will food or refreshments be served? YES / NO If your event will have food, certain guidelines apply. Do not order or purchase food for your event until you have confirmation from MiraCosta that your plans comply with our regulations.

Estimated attendance _____ Estimated number of vehicles_____

Open to public? YES / NO Admission charged or contribution asked? YES / NO

May MiraCosta post this event on the college's public calendar? YES / NO

If you selected YES for posting to the public calendar please provide the following information:
Contact person _____ Phone _____

Email _____ Web site _____

List any special equipment needed (computer, projector, microphone, etc.) _____
Note: MiraCosta College does not provide internet access to outside groups.

_____

Describe any facility or room set-up needed _____

_____

Day and date of activity _____

Arrival time: _____ Event ends:_____

Event begins: _____ Departure time:_____

MiraCosta Community College District

Regulations Governing Use of College Facilities

I/we agree to observe all regulations of the Board of Trustees of MiraCosta College, including those printed at the end of this application. I/we understand that failure to comply with any district regulations will result in immediate revocation of the approved application. I/we agree to use reasonable care and diligence in protecting the facilities and agree to pay for loss or damage beyond reasonable wear. MiraCosta College does not endorse or sponsor the event described herein.

Applicant Name (PRINT) _____

Signature of applicant _____ Date _____

***** ***** ***** ***** ***** ***** OFFICE USE ***** ***** ***** ***** ***** *****

Application # _____ Invoice # _____

Insurance required? Yes / No If yes, date received

_____

Admin: Approved / Denied by _____ Date _____
Rev.10/09

Failure to comply with any district regulation will result in immediate revocation of the approved application.

1. District activities shall have priority in the use of district facilities. Use of district facilities by off-campus groups shall not interfere with scheduled district activities.

2. Only those facilities approved in the application shall be used.

3. All grounds, buildings, and equipment must be returned to their original condition and location after use, unless other arrangements are approved in advance in the application.

4. Physical education equipment shall not be used unless a qualified instructor or supervisor is present.

5. The dates and hours of use approved in the application must be observed.

6. An authorized district representative must be present to open and close the facilities.

7. Parking regulations must be followed. Parking is restricted to marked parking lots.

8. Smoking is prohibited inside all college facilities. Food and drink are restricted to certain areas and are not allowed inside any classrooms.

9. Youths using district facilities must be under adult supervision at all times.

10. Possession and/or consumption of alcoholic beverages or any other controlled substance on district property is forbidden by law.

11. If the nature of the use of facilities is such that there may be loss and/or damage to district property, or at any other time requested by the district, a deposit shall be required to cover loss and/or damage. Any portion of the deposit not used to cover loss and/or damage will be refunded to the applicant.

Subject: **Board Policy 3520 – Local Law Enforcement**	**Attachment:** **Board Policy 3520 – Local Law Enforcement**
Category: **Board Policies – First Reading**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Revisions to Board Policy 3520 – Local Law Enforcement and Other Facilities Use have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 3520 is included for reference only.

RECOMMENDATION

For information only.

The district, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I Violent Crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps, as necessary.

The written agreements required by the board policy are public records and are made available for inspection by members of the public upon a request to College Police. Written agreements shall be reviewed and updated if necessary every five years.

The MiraCosta Community College District, and each campus encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agencies. The superintendent/president shall establish procedures that encourage ~~pastoral counselors and~~ professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

See Administrative Procedure 3520.

Adoption History:	11/3/09, 10/26/16
References:	Education Code §67381 and 67381.1 34 Code of Federal Regulations 668.46(b)(4)
CCLC Update:	#19, 8/11; #28, 4/16
Steering:	VPAS / N/A

The district, on behalf of each campus or center, has a written agreement with local law enforcement agencies as required by Education Code §67381. The agreement clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps, as necessary.

The written agreements required by the board policy are public records and are made available for inspection by members of the public upon request to MiraCosta College Police Department (MCPD). Written agreements shall be reviewed and updated if necessary every five years.

The MCPD maintains a close working relationship with local law enforcement. The college police occasionally works with other law enforcement agencies, including the Oceanside Police Department, Carlsbad Police Department and the San Diego County Sheriff's Office. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The MCPD and local law enforcement agencies communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, the MCPD will work closely with local law enforcement. There is a written memorandum of understanding between the MCPD and local law enforcement agencies.

In response to a call, the MCPD will take the required action, dispatching an officer, or asking the victim to file an incident report. All incident reports received by the MCPD are forwarded to the appropriate vice president for review and potential action. The MCPD may investigate a report when it is deemed appropriate.

Crimes should be reported to the MCPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public-safety-related incidents to the MCPD in a timely manner. To report a crime or an emergency on all campuses dial 6911 from any college phone, contact College Police from

Effective Date:	11/3/09, 9/16/16, 3/10/22
References:	Education Code §67381 34 Code of Federal Regulations §668.46
CCLC Update:	#19, 8/11; #20, 3/12; #28, 4/16
Steering:	VPAS / N/A

any emergency call box located in parking lots and on campus at the Oceanside, San Elijo, and Community Learning Center locations, or dial MCPD at (760) 795-6640. To report a nonemergency security or public-safety-related matter, call the MCPD at (760) 795-6674.

The MCPD has complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If minor offenses involving district rules and regulations are committed by a student, the MCPD may also refer the individual to the vice president of student services or designee. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement and the MCPD, and local law enforcement work together to solve these serious felony crimes. MCPD personnel work closely with local, state, and federal police agencies. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations is monitored and recorded. This information is provided to the appropriate vice president or designee for any action or follow-up that may be required.

Campus “professional counselors,” when acting as such, are not considered to be campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A professional counselor is an employee of a district whose official responsibilities include providing psychological counseling to members of the district’s community and who is functioning within the scope of his or her license or certification.

Subject: **Board Policy 6450 – Mobile Communication**	**Attachment:** **Board Policy 6450 – Mobile Communication**
Category: **Board Policies – First Read**	**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. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Revisions to Board Policy 6450 – Mobile Communication have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 6450 is included for reference only.

RECOMMENDATION

For information only.

The superintendent/president shall determine if it is in the best interests of the district to provide ~~cellular or wireless phones or other~~any type of mobile communication devices at district expense for the use of district employees. The superintendent/president may also develop procedures for providing stipends to employees for the~~ir~~ acquisition and operation of mobile communication devices when doing so is in the best interests of the district.

Mobile communication devices provided by the district for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a mobile communication device provided by the district primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of district-issued mobile communication devices shall not generally be required when the devices are issued for non-compensatory business reasons.

Motor vehicle drivers may not use mobile communication devices while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of mobile communication devices in vehicles.

There shall be no expectation of privacy when a mobile communication device (personal or district issued) is used to conduct district business.

Melanie Haynie
Additional CCLC language

See also Administrative Procedure 6450.

Adoption History:	12/9/08
References:	Vehicle Code §§12810.3, 23123, 23124 26 U.S. Code §§274(d)(4), 280F(d)(4)
Reference Update:	4/20/17
CCLC Update:	#15, 9/08, #20, 3/12, #30, 4/17
Steering:	WCCs

Purpose

To establish procedures for the assignment of an allowance for cellular telephones and other wireless, handheld mobile communication devices (collectively, "mobile communication devices").

Eligibility

Members of the College Council are automatically eligible for an allowance under this policy. All other employees will be eligible on a case-by-case determination by the vice president, administrative services, and the recommendation of the employee's department head based upon the nature of work the employee performs and if the need to maintain contact with the employee during work hours and non-work hours is best accomplished by using a cell phone. Eligibility is not based on job title or personal convenience. Employees meeting the following criteria will generally be considered eligible:

A. Facilities and critical systems employees subject to afterhours call out.

B. Emergency responders (Incident Command System command staff and general staff, primary and first alternates only).

C. Employees who routinely are responsible for the health, safety, and well-being of students away from the district and/or access to other communication services.

D. Non-instructional employees who spend a considerable amount of time out of the office (more than 50 percent of the normal work week) on district business.

Eligibility for an allowance for a mobile communication device with advanced capabilities that enables routine transmission of emails and other data will be determined separately from a standard mobile communication device based on the need for an employee to have frequent access to district email or calendaring software while out of the office, where using a desktop or laptop PC is not practical.

Effective Date:	12/9/08, 3/10/22
References:	Vehicle Code §§12810.3, 23123, 23124 U.S. Code §§274(d)(4), 280(d)(4)
Reference Update:	4/20/17
CCLC Update:	#30, 4/17
Steering:	WCCs

This administrative procedure is not intended to apply to PC wireless broadband cards (air cards). The district will continue to be responsible for both the initial and recurring costs associated with air cards for those employees requiring remote connectivity from a laptop to the Internet. Air cards, like laptops and PCs, are considered to be district property. As such, all payments for the initial purchase and the monthly service charge will be made by the district directly to the vendor. Eligibility for an air card is determined by the department head.

This administrative procedure is intended to accommodate changes and advances in wireless handheld-communication technology and to limit the number of eligible employees to those where a business necessity exists.

Eligibility will be determined on an annual basis. Requests for modifying an employee's level of eligibility will also be on an annual basis.

Exemptions – District-Resident Mobile Phones

This procedure shall not apply to district-resident mobile communication devices that meet the following criteria:

A. The mobile communication device does not leave the district (it may be moved among the three campuses).

B. The mobile communication device is either not a data device connected to the campus network or, if it is a data device on the network that it meets the security requirements stated below.

C. No personal calls are permitted except in an emergency.

D. The mobile communication device is assigned by shift (such as night custodians) or by job function.

E. The purpose of the mobile communication device is to communicate within the district in lieu of alternative methods such as radios and pagers.

F. A supervisor reviews the monthly invoices to ensure there is no unauthorized personal use.

G. The mobile communication device and service are registered and billed to the district, not to an individual.

Standard Equipment and Service Plans

The Academic Information Services (AIS) department is responsible for establishing standards for mobile communication devices that need to communicate with the district's e-mail system. Currently supported devices will be listed on the district's website. AIS will annually review and add appropriate devices as they enter the marketplace. Devices that meet the minimum standards will be added based on the following criteria: (1) ability to remotely wipe data, (2) ability to support administrative policies, i.e. district pass-code policy enforcement, and (3) ability to securely transmit mail, calendar information, and contacts.

Eligible employees are responsible for selecting their own service provider and paying all service charges. Enterprise data plans must be included when purchasing data devices and must be updated with current software revisions as security or compatibility issues arise.

Allowances have been established with consideration to both the cost of monthly service plans and the amortized cost of standard equipment. For mobile communication devices, monthly allowances are at three levels: (1) $45 for employees with standard business usage (up to 400 minutes); (2) $60 for employees with heavy business usage (900 minutes); and (3) $80 for employees with exceptionally heavy business usage (1350 minutes). Employees authorized for a data device will receive one of the three levels of mobile communication device allowances plus an additional $45 for data service. The department head determines the level of allowance the employee receives based on business usage. When determining business usage, consideration should be given to spikes in usage the employee may regularly experience due to emergencies, shutdowns, and travel (including roaming charges). If the employee's job is such that these spikes are expected to occur on a regular or frequent basis, the employee should be assigned an allowance amount that, on average, will cover these costs. The department head may re-determine eligibility or adjust the amount of allowance for an eligible employee as needed, based on actual business usage.

In exceptional cases, as determined by the department head, an employee may be eligible for reimbursement for additional costs incurred as a result of infrequent, unanticipated spikes in business usage that were not anticipated when the allowance amount was originally determined. Reimbursement for these additional costs will be based on the allowance amounts of this policy and will normally not exceed the difference between the employee's monthly calling plan allowance and the highest level calling plan allowance established under this policy. In truly extenuating circumstances where an employee has responsibly incurred business costs that substantially exceed this amount; the department head may make a determination to reimburse the employee for some or all of these additional costs. The request must be made in writing to the department head and contain sufficient substantiation to justify an exception to the policy. The decision of the department head will be final.

The allowance will be provided to employees through the payroll system, coinciding with the first pay period of the month following the month of use.

Usage and Responsibility

Eligible employees are responsible for purchasing their own mobile communication device, establishing a service plan, and paying the monthly statement for their service plan. When an employee is first determined to be eligible, the employee may receive a one-time reimbursement of the cost of the mobile communication device, not to exceed $50, or the cost of a data device, not to exceed $200, upon submission of a receipt for the purchase. Additional accessories not part of the mobile communication device purchase, such as Bluetooth devices, are not reimbursable even if the total amount is within the one-time reimbursement limit.

Employees must retain an active mobile communication device while receiving an allowance. The phone number must be supplied to Payroll within five (5) working days of activation. Since the employee owns the mobile communication device, there is no restriction on personal use. The IRS, however, considers the allowance a taxable benefit to the employee. As such, the allowance is reportable to the IRS by the district and the employee. The allowance is not an increase in base pay and will not be included in calculations of salary increases or retirement benefits.

Lost or stolen mobile communication device, as well as problems with the service or equipment, should be reported to the service provider. Activation or deactivation of either the device or the account shall be the sole responsibility of the employee.

Employees shall comply with federal and state laws including not driving a motor vehicle while using a mobile communication device unless the device is enabled to allow hands-free listening and talking and is used in that manner while driving.

Responsibility for Contract Cancellation Fees

If the district makes a decision that results in the need to terminate a mobile communication device contract, the district will bear the cost of any fees associated with early cancellation. An example of this would be a supervisor making a change in an employee's duties and the new duties no longer requiring a mobile communication device for district business. If the employee decides not to retain the mobile communication device contract for personal use, the district would be responsible for any early cancellation fees on the contract.

If a personal decision by the employee results in the need to end the mobile communication device contract, the employee will bear the cost of any fees associated with early cancellation. For example, if an employee quits and no longer wants to retain the current mobile communication device contract for personal use, the employee would be responsible for any early cancellation fees on the contract. It is also the employee’s responsibility to notify AIS, Payroll and their supervisor of the cancellation of service and/or equipment for which compensation has been provided by the district.

Authorization

The department head must authorize an allowance by completing and signing a Mobile Communication Device Allowance Authorization form and submitting it through normal channels up to their appropriate vice president or superintendent/president. After divisional approval, the form will be routed to the vice president, administrative services, for final authorization and submittal to Payroll for processing.

Responsibility

Vice president, administrative services

Subject:	Attachment:
Annual Financial Audit Services and Performance Audit of the Building (Measure MM) Fund for FY2022/23	**None**
Category: **Information Items**	**Type of Board Consideration:** **Information ✓ Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta Board Policy/Administrative Procedure 6400 and under California Code of Regulations, title 5 (Title 5) section 59102, "Arrangements for annual audits for any fiscal year as required by section 84040 of the Education code shall be made final no later than the May 1 preceding that fiscal year." Each district must inform the Chancellor's Office of their audit arrangements and identify the auditor under contract no later than May 15 of each year. Financial audits require that the district contract for annual comprehensive fiscal audits by a certified public accountancy (CPA) firm by May 1st.

Measure MM, a $455 million general obligation bond, authorized by Proposition 39, was passed by the voters of the MiraCosta Community College District on Nov. 8, 2016, to provide funding for needed repairs, upgrades, and new construction projects. Proposition 39 requires both a financial and a performance audit to ensure Measure MM is in compliance with Article XIIIA, Section 1(b)(3)(C) of the California Constitution.

STATUS

On April16, 2020, the board approved Eide Bailly LLP, https://www.eidebailly.com/, with a five (5) year contract to perform the district's annual financial audit and the district's General Obligation Bond *Measure MM* financial and performance audits. Eide Bailly LLP will perform the audit for FY2022/23, the third year of the contract.

Auditor's Fees:

Fees for District Audit Services, $325,000 total for 5 years:

FY2020/21, $64,000
FY2021/22, $64,500
FY2022/23, $65,000
FY2023/24, $65,500
FY2024/25, $66,000

Fees for the General Obligation Bond *Measure MM* Financial and Performance Audit Services, $51,000 total for 5 years:

FY2020/21, $10,200
FY2021/22, $10,200
FY2022/23, $10,200
FY2023/24, $10,200
FY2024/25, $10,200

RECOMMENDATION

For information only.

Subject:	Attachment:
Office of the President Report	None
Category:	Type of Board Consideration:
Information	Information ✓ Consent Action
	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

Office of Institutional Advancement (IA)

Consistently serving the needs of students, in fall 2021, the MiraCosta College Foundation awarded more than $260,000 in scholarships, celebrating both the donors and award recipients. Additionally, Development staff executed a successful Giving Tuesday campaign, securing $17,930 and serving as the launch to year-end campaign efforts. In total, year-end giving raised $122,591. In addition to year-end efforts, $163,000 in grant funding was secured for scholarships and programs like Phi Theta Kappa, Umoja, STREAM, and others.

Foundation donors received a holiday postcard, and MiraCosta College Board of Trustees, as well as some donors of the college, received poinsettia holiday arrangements created by the MiraCosta Horticulture Department.

The new year began with the Foundation receiving an estate gift totaling $163,508.

Public Information Office

Enrollment Marketing

For communication to be effective, it is essential to ensure focused communication to niche groups. The Public Information Office has coordinated digital enrollment campaigns directed towards high school students, adult learners, general awareness, and continuing education. Additionally, branding has been designed to communication with:

- Dual enrollment population and influencers
- Military, veterans and their dependents
- Business Community
- STEM areas of study
- Spanish speaking

Digital Marketing

From October 2021–January 2022 numerous e-blasts and various digital campaigns were implemented to promote various college events, student services, and the upcoming spring 2022 semester, including late-start classes. To promote the spring 2022 semester, digital marketing tactics including targeted emails, online advertising, and social media marketing were implemented to attract prospective students to apply and remind current students to

enroll in open courses. All digital marketing promotions consisted of static images, videos, and emails to promote open courses.

Spanish Translations
In support of MiraCosta College's commitment to creating a racially just campus climate, the Public Information Office has taken the lead to ensure all communications are translated into Spanish. During the period from October 2021–January 2022, MiraCosta translated over 4,000 words into Spanish. Messages included student correspondence, vaccination notices, and announcements like undocumented week of action, alumni profiles, enrollment videos, ad scripts, and the *Stay Healthy* campaign.

Events and Student Outreach
In October and November, the Office of Advancement in conjunction with facilities, students services and instruction coordinated the Report to the Regions at both the Community Learning Center and San Elijo Campus. While the event at the CLC was rained out, San Elijo welcomed local business leaders, elected officials, community members, donors, and others to join MiraCosta College for the Community Leader's Open House and tour of the San Elijo Campus in Encinitas. Photos from the event.

PIO continues to provide branded promotional items, on-campus event support, and community website advertising for many of the outreach events MiraCosta College offers including fall and spring semester Help Huts, high school career fairs, COVID vaccination clinics, and new student orientations, to name a few.

Media Relations
For the months of October 2021–January 2022, MiraCosta had over 1,220 media mentions and 30 press releases. All found on the MiraCosta College news page.
Prominent Press Releases Include:

- 10.1.21 Design complete for new Nursing and Allied Health Building
- 10.6.21 MiraCosta's Baccalaureate Degree Becomes Permanent
- 10.28.21 MiraCosta College Community Leaders Event and Open House San Elijo Campus
- 11.10.21 MiraCosta College Launches New Virtual Tour Video
- 11.23.21 Business Quick Startup Program
- 1.12.22 MiraCosta College Alum Avalon Hernandez Takes the Stage

Publications and Video Produced by the Public Information Office

- Produced the Spring 2022 Credit Schedule
- Produced the Spring 2022 Continuing Education Schedule
- Designed and developed the 2021/22 Annual Report
- *Stay Healthy, MiraCosta* Return to Campus Campaign
- **2021 MiraCosta Holiday video card**
- Virtual Tour
- Spring 2022 Enrollment Promo video
- Return to Campus video
- Career Education: Music Technology Program
- Career Education: Medical Administrative Professional Program
- Career Education: Nursing Program
- Study abroad in Florence
- Spring 2022 Dance Promotion video

Government Relations
In collaboration with the San Diego and Imperial Valley Colleges (SDICCCA), MiraCosta College updated the handout used for advocacy, assisted in talking point development, and attended meetings with Sacramento legislators via Zoom. In February, Dr. Sunny Cooke and Dr. Kristen Huyck attended the ACCT Legislative Conference in Washington, DC, where they heard from First Lady Dr. Jill Biden, Secretaries of Education and Labor, as well as met with Congressman Mike Levin.

Website(s)
The Public Information Office redesigned and launched the MiraCosta College Speaker's Bureau website. Visitors can now easily search by topic to identify a speaker suitable for their group or organization.

Additionally, with the collaboration of the Governance committee, the Foundation updated their Foundation Board Manual and created a more user friendly table of contents page on their website, so that it is public facing, accessible, and can easily be updated with future revisions.

Office of Research, Planning, and Institutional Effectiveness (RPIE)

Since the fall semester, the office has completed many projects to support Strong Workforce and Career Education efforts: the EMSI Economic Impact Survey, running focus groups for the Regional Black Student Equity Project, and Perkins V CLNA data updates and focus groups, just to name a few. RPIE continues to support Program Review by updating and creating dashboards for instructional, instructional support, and student services programs; program reviews are due April 1. The team also supported student retention efforts at the end of the fall semester and at the beginning of the spring semester—data support for noncredit retention efforts was recently completed this past month. The team prepared important presentations on Student Success metrics – important developments are underway to improve the Guided Pathways database and dashboard from which these metrics are derived. RPIE has also provided data, charts, and tables for two important accreditation efforts underway: the College's Institutional Self Evaluation Report and the Adult High School's Midterm Report. While RPIE provides regular data analyses for core competencies (and updates the core competencies dashboard), the team is currently preparing a summary report of the core competencies assessment results obtained thus far. Lastly, in partnership with the Admissions and Records and Information Services teams, RPIE was able to support important efforts to bring more detailed student race/ethnicity data into our student system as well as efforts to implement a more formal data stewardship program at MiraCosta College.