



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – AUGUST 18, 2022

[ZOOM Webinar Access](#)

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[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 July 21, 2022
 - B. Regular Meeting of July 21, 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. MiraCosta Community College District Campus Climate Survey Update

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Classification of New Position, Job Description, and Salary Schedule for Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO)
- C. Approve Professional Expert Employment Contract
- D. Approve New Professional Expert Position and Hourly Rate
- E. Approve Reorganization of Student Services Division
- F. Approve Creation of Ethnic Studies Department and Organization within the School of Arts, International Languages and Ethnic Studies (SAILES) Reorganization
- G. Approve Fall 2022 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program
- H. Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2022 Dual Enrollment Program
- I. Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2022 Dual Enrollment Program
- J. Approve African Diaspora Education Summit attendance in Ghana, Africa – Fall 2022
- K. Approve 2022/23 COVID-19 Emergency Conditions Allowance Application
- L. Approve Additional Purchase of Hotspots and Broadband Internet Services for Online Learning
- M. Approve Adobe Enterprise Term License Agreement
- N. Approve Parron Hall as Service Provider for Furniture Standards
- O. Approve Purchase of Dell Computer Replacements
- P. Ratify and Approve Contracts and Purchase Orders

IX. ACTION ITEMS

- A. Accept Resignation of MiraCosta Community College District Independent Citizens' Bond Oversight Committee Student Representative
- B. Adopt Resolution No. 1-22/23 Authorizing the Issuance of MiraCosta Community College District (San Diego County, California) Election of 2016 General Obligation Bonds, Series C, and Actions Related Thereto
- C. Request for Unpaid Leave of Absence Under Administrative Procedure 7340
- D. Adopt Resolution 2-22/23 in Observance of History and Heritage Months

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

- A. Board Policy 2320 – Special and Emergency Meetings
- B. Board Policy 2431 – Superintendent/President Selection
- C. Board Policy 2432 – Superintendent/President Succession
- D. Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals
- E. Board Policy 2716 – Political Activity
- F. Board Policy 2730 – Board Member Benefits
- G. Board Policy 3300 – Public Records
- H. Board Policy 4110 – Honorary Degrees

XI. SECOND READING – BOARD POLICIES (Action Required)

- A. Board Policy 3261 – Energy Conservation

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

- A. Board Policy 3410 - Nondiscrimination

XIII. INFORMATION

- A. 2022/23 Board Goals
- B. Futures Discussion

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




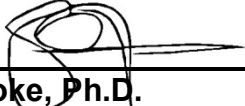
XVI. ADJOURNMENT

UPCOMING MEETING

**4 p.m. – September 8, 2022
Budget Workshop**

**4 p.m. – September 15, 2022
Regular Meeting**

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: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Information</td> <td style="text-align: center; width: 33%;">Consent</td> <td style="text-align: center; width: 33%;">  Action </td> </tr> </table>	Information	Consent	 Action
Information	Consent	 Action		
	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Sunita V. Cooke, Ph.D. Superintendent/President </div>			

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**

MINUTES OF SPECIAL MEETING

**July 21, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, July 21, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 2:32 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
William Fischer	Jacqueline Simon
George McNeil	

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:32 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. Conference with Legal Counsel

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

Anticipated Litigation, Number of Potential Cases: 1

- JPA PL 22-05683

C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 3
(Pursuant to Government Code section 54957)

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

At 3:46 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. Conference with Legal Counsel

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

Anticipated Litigation, Number of Potential Cases: 1

- JPA PL 22-05683

No action taken.

C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 3

(Pursuant to Government Code section 54957)

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:46 p.m.

MINUTES APPROVAL:

Anna Pedroza
President

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



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

MINUTES OF REGULAR MEETING

**July 21, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, July 21, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:01 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
William Fischer	Jacqueline Simon
George McNeil	

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: 7/0/0

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

Abstentions: None

Absent: None

IV. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of June 16, 2022

By motion of Trustee Clendening, seconded by Trustee McNeil, the board approved the special meeting/closed session minutes of June 16, 2022.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, Merchat, McNeil, Pedroza, Simon
Abstentions: None
Absent: None

B. Board Workshop of June 16, 2022

By motion of Trustee Fischer, seconded by Trustee McNeil, the board approved the board workshop minutes of June 16, 2022.

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

C. Special Meeting of June 23, 2022

By motion of Trustee Fischer, seconded by Trustee Simon, the board approved the special meeting minutes of June 23, 2022.

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

D. Regular Meeting of June 23, 2022

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the regular meeting minutes of June 23, 2022.

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

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. Impact of Federal CARES Act Higher Education Emergency Relief Fund (HEERF)

Assistant Superintendent/Vice President Flood provided an overview of the HEERF funds that were received and how the district utilized the Federal Covid Relief funds. A total of three different allocations of HEERF were received. Allocations based on student headcount were most beneficial to community colleges, since the majority of our students are part-time.

The funding allowed for the purchase of technology and implementing processes that improved safety on campus, such as updated HVAC system, and it covered the cost of instructional supplies for remote learning. The funding replaced lost revenue from music and theatre events, cafeteria and bookstore sales, and the loss of tuition. More than half of the funding benefited students directly for emergency grants, book vouchers, technology support, and writing off past student debt. Flood gave kudos to the college district staff and students who all

had a hand in one way or another in adjusting and trying to maximize the impact of the dollars received.

B. Meeting Students' Basic Needs Through Emergency Grants and Rental Assistance

Dean of Student Life Nick Mortaloni provided an overview of CARES federal funds provided to students through emergency grants and rental assistance. When the Covid shutdown began, the college immediately jumped into action to disperse funds to support students, first starting with emergency grants of \$500, and increasing over time to \$1,500. Rental assistance became an urgent need for students, first starting with \$1,000 in assistance, and increasing over time to \$2,000 in assistance. More than 7,000 MiraCosta students received at least one grant.

An entire team worked on intentional outreach to support students who were disproportionately impacted by the pandemic to make sure they were aware of this available assistance. The main goal of the assistance was to keep students moving forward with their educational goals. A review of the data showed that overall success and completion rates for credit students and for high school diploma students were higher for those who received funding, compared to students who did not receive funding. Persistence from one semester to the next was significantly higher for those who received assistance. In fact, students who persisted most were those who received both rental assistance and emergency grants in the same semester.

Mortaloni thanked the board for their support, and he acknowledged the work of the many teams who played a part in getting the support to students. Mortaloni also credits the success and ability to launch the financial support very quickly to the emergency grant process that was already in place prior to Covid. Student Services is collaborating with the MiraCosta College Foundation to work on fundraising for continued support. The college continues to advocate for additional financial resources for our students.

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve 2022/2023 Legal Services
- C. Approve MiraCosta Community College District Confidential Employee Working Conditions Manual
- D. Approve Health Services Salary Schedule for Hourly and Professional Expert Positions
- E. Approve Reclassification of Existing Position
- F. Approve Correction to Professional Expert Employment Contracts
- G. Approve JPA Insurance Renewal 7/1/22-7/1/23 and District Insurance Schedule
- H. Ratify Student Accident Insurance Renewal
- I. Approve Adult High School Graduates
- J. Approval of Employee Travel
- K. Approve Purchase for AV/IT Equipment for OCN New Allied Health Project and OCN Student Services Project
- L. Approve OneSource Virtual Contract Value Increase
- M. Approve Agreement for Wide Area Network Services with Wilcon Operations, LLC (Crown Castle)

N. Approve Award of RFP #08-21 for Drivers Training Program

O. Ratify and Approve Contracts and Purchase Orders

By motion of Trustee Fischer, seconded by Trustee Cassar, consent items A-O were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

IX. ACTION

A. Authorize Vice President, Administrative Services to Approve Guaranteed Maximum Price (GMP) and Execute Change Order to the Design Build Contract for Oceanside New Arts Media Building Project Memorializing Same

By motion of Trustee McNeil, seconded by Trustee Clendening, the board authorized the Vice President, Administrative Services to approve the guaranteed maximum price and execute the change order to the design build contract for Oceanside New Arts Media Building Project memorializing the same.

Vote: 7/0/0

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

Abstentions: None

Absent: None

B. Authorize Vice President, Administrative Services to Approve Guaranteed Maximum Price (GMP) and Execute Change Order to the Design Build Contract for Oceanside Chemistry and Biotechnology Building Project Memorializing Same

By motion of Trustee Merchat, seconded by Trustee McNeil, the board authorized the Vice President, Administrative Services to approve the guaranteed maximum price and execute the change order to the design build contract for the Oceanside Chemistry and Biotechnology Building Project memorializing the same.

Vote: 7/0/0

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

Abstentions: None

Absent: None

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 3260 – Energy and Sustainability

B. Board Policy 3310 – Records Management

C. Board Policy 3720 – Computer and Network Use

By motion of Trustee McNeil, seconded by Trustee Merchat, Board Policy 3260, 3310, and 3720 were adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

XI. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5055 – Student Enrollment Limitations and Priorities

By motion of Trustee Fischer, seconded by Trustee Merchat, Board Policy 5055 was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

B. Board Policy 7400 – Employee Travel

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 7400 was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

XII. FIRST READING – BOARD POLICIES

A. Board Policy 3261 – Energy Conservation

Proposed edits to Board Policy 3261 – Energy Conservation were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

XIII. INFORMATION

A. 2022/23 Board Goals

The 2022/23 board goals were pulled for additional editing.

XIV. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Simon, McNeil, Clendening, as well Superintendent/President Cooke, attended the GEAR UP graduation on July 8, where 73 OUSD students received college credit. Trustees Merchat and Pedroza both completed reading *A Dream Called Home*, which they highly recommend. Trustee Merchat also attended an event at the Botanical Garden. He thanked the college for raising the meal compensation for students when they travel. Trustee Cassar attend the groundbreaking event for the Kinesiology, Health, and Wellness Complex, along with Trustee McNeil.

Trustees Clendening and McNeil participated in Oceanside’s Fourth of July parade, and she applauded Jonathan Gomez for organizing MiraCostans, and Rugby Coach Keli for the steel drum band. Trustee Clendening attended an onboarding meeting with Dr. Cooke, as well as Executive Management Team meeting, and she served on the Ethnic Studies committee for OUSD, as they are working on their offerings. She plans to tour the SEC and CLC with student ambassadors.

B. Students

No report.

C. Classified Employees

Classified Senate (CS) President Carl Banks reported that CS held their retreat on July 12, where they developed three objectives for the year: create a welcoming environment for staff and students, provide education for CS professionals on shared governance, and use social media platforms to engage participation.

D. Faculty

Academic Senate (AS) President Leila Safaralian reported faculty are working on fall preparations, and she attended a three-day training for all department chairs, which was very productive. The first AS meeting will take place on August 12, followed by the AS retreat.

E. Vice Presidents

1. Instructional Services

Vice President Pescarmona recognized Dean of STEM, Dr. Mike Fino, who was awarded over \$1 million in grant funding for DEIA work grant, and CA apprenticeship initiative grants that will help our life sciences and biomanufacturing students.

Enrollment is down 9.78 percent in FTES for fall. She noted the strong collaboration between Instruction and Student Services to creating events for students. One of the events is A Welcome Fest that will be held at each of the campuses to welcome students onto campus and provide hands on assistance for students to enroll, as well as receive help with financial aid, and ACPs.

2. Student Services

Vice President Wojcik reported a special election for the student trustee will be held in September. GEAR UP for college is a strong collaboration between Instruction and our Equity Department, and she expressed thanks for providing a program that removes barriers for students, which allows them to be successful and realized they can be college ready. Wojcik noted the Welcome Fest events are scheduled on August 6 at the San Elijo Campus, August 13 at the Oceanside Campus, and August 20 at Community Learning Center. A number of students have already RSVP'd for the Welcome Fests.

3. Administrative Services

Vice President Flood reported the last piece of structural steel of the Student Services Building was placed on the top of the building. The cement slab was poured for the new Allied Health Building. He noted the state Budget Act was passed, which includes some one-time funding for support for students, however, we don't yet know how those funds will be distributed to the college.

Approximately 70 percent of economists are predicting a recession in 2023, and 28 percent believe it will be in 2024 making it essential to be fiscally prudent. Flood introduced Purchasing Director Mina Hernandez and credited her for, among other things, decreasing the turnaround time for purchase orders by half. What used to take more than one week, now takes less than three days.

4. Human Resources

Vice President Ng reported that due to a rise in Covid cases, masks are strongly encouraged when indoors. RPIE has developed a tool that helps HR know what the local demographics of positions are likely to be.

F. Superintendent/President

Superintendent/President Cooke reported the divisions are collaborating across the board to support our students. Marketing efforts by PIO are in full force, which she thanked the board for supporting. Across the district, and especially

for the San Elijo Campus, market research is needed to determine the shifting community needs.

Kristen Huyck has been working to gain support from our local elected officials. As a result of the redistricting from the 2020 Census, we are now the only educational institution represented by Congressman Mike Levin, who recently visited our TCI to celebrate our receiving \$1M in Federal funds for workforce development. This was in addition to the \$3.5M award that Assemblymember Tasha Boerner Horvath helped the TCI get from the state budget last year. MiraCosta is very appreciative for their continued support.

All College Day will take place on August 19 from 9-11 a.m., with a program to follow from 11 a.m.-12:30 p.m. that will include continuing our work on “light my fire” type courses for students.

In addition to the attendance by many MiraCostans in the Fourth of July parade in Oceanside, Cooke encouraged MiraCostans to participate in the holiday parade in Encinitas that takes place in December.

Dr. Cooke will be presenting at the Society for Colleges and University Planners (SCUP) conference in Long Beach on Tuesday. On Saturday, Dr. Cooke will be the keynote speaker for an event held in the MiraCosta Theatre, where the San Diego Indian American Society (SDIAS) will raise and award scholarships to high school and community college students.

XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

Trustee Merchat shared a Futures-related signal – the state of Hawaii is attempting to make tourism much less important. They plan to encourage travel among the islands, but not rely so heavily on tourism from afar. Seventy percent of their revenues come from tourism now, so it will be interesting to see, given that San Diego has such a strong tourism economy.


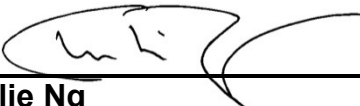

XVI. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

MINUTES APPROVAL:

Anna Pedroza
President

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

Subject: MiraCosta Community College District Campus Climate Survey Update	Attachment: PowerPoint Presentation
Category: Presentation	Type of Board Consideration:  Information Consent Action
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

MiraCosta Community College District engaged the services of Rankin & Associates a consulting firm to conduct a campus climate survey for the college that encompassed input from both students and employees.

STATUS

Charlie Ng, assistant superintendent/vice president of Human Resources, will provide an update on the progress and next steps to be taken.

RECOMMENDATION

For information only.



MIRACOSTA COLLEGE CAMPUS CLIMATE SURVEY

Board Update: August 18, 2022



ASSESSING CLIMATE CHANGE

- Definition – Climate is defined by Rankin and Associates as the current attitudes and behaviors of students, faculty, staff, and administrators, as well as institutional policies and procedures, which influence the level of respect for individual needs, abilities, and potential.
- Measurement – Personal experiences, perceptions, and institutional efforts.



CLIMATE SURVEY WORKING GROUP (CSWG)

- Claudia Flores (Tri-Chair)
- Tori Fishinger (Tri-Chair)
- Charlie Ng (Tri-Chair)
- Adrean Askerneese
- Albert Nyman
- Bea Palmer
- Benny Perez
- Chris Tarman
- Cynthia Vasquez-Gonzales
- Diane Dieckmeyer
- Kimberly Coutts
- Kristen Huyck
- Maria Figueroa
- Wendy Stewart



WHAT WE'VE DONE

- Produced Final Report Fall 2020
- Reviewed Summary and Action Steps with Climate Survey Working Group Fall 2021
- Identified Recommendations for Steering, Assignments, and Timelines Spring 2022



CATEGORIES

- Culture
 - › Belonging
 - › Hierarchy
 - › Retaliation
 - › Support
 - › Workload
- Inclusion, Diversity, Equity, and Access (IDEA)
- Engagement



CATEGORIES

- Leadership
- Onboarding
- Organizational Development
- Recruitment
- Training and Professional Development
- Transparency

ONBOARDING

- Issues
 - › Awareness
 - › Training
 - › Communication
 - › Policies, procedures, and practices
 - › Facilities
- Strategies
 - › Comprehensive onboarding for all employees
 - › Intentional and comprehensive professional development and training

ONBOARDING

- Introduce new employees to the college culture and mission
- Engages employees in the mission, vision, values, and commitment
- Helps the college culture as a whole
- Decreases employee turnover
- Helps establish relationships and trust
- Leads to transparency
- Engage managers and supervisors in supportive relationships with employees



TRAINING AND PROFESSIONAL DEVELOPMENT

- Develops employee skills and knowledge
- Establish a stronger college culture
- Enhances knowledge of policies and procedures
- Can be a cornerstone of an organization's success
- Engage managers and supervisors




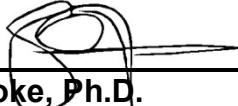
ENGAGE COLLEGE STAKEHOLDERS

- College Council
- Academic Senate
- Classified Senate
- Administrators Committee
- Students



QUESTIONS



Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Retirement of the following employees:

Philip Latone, Senior Database Administrator, Infrastructure Systems and Application Development, position P-00344, effective September 12, 2022.

Judith Quiroz, Admissions and Records Specialist, Admissions and Records, position P-00042, effective July 29, 2022.

Glenn Joiner, CLC Maintenance Technician, Facilities, position P-00104, effective December 30, 2022.

2. Resignation of Robyjean Bishop, Instructional Aide, Workforce IOA, position P-08489, effective July 21, 2022.

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

a) Ansina Green, Child Development Instructor, School of Career Education, full-time, tenure-track, class 6, step 2, \$98,641 per year (2022/23 academic salary schedule), effective August 12, 2022.

- BA – Liberal Studies – University of LaVerne
- MA – Human Development – Pacific Oaks College
- MP – Education – Walden University
- PhD – Early Childhood Leadership and Advocacy – Walden University

Dr. Green has taught for UC Riverside Extension as an adjunct faculty member since 2014, as well as for Mt. San Jacinto College as an associate professor since 2016. Additionally, Dr. Green has owned and operated her own childcare program since 1998.

- b) Olivia Quintanilla, Ethnic Studies Instructor, School of Arts and International Languages, full-time, tenure-track, salary class 6, step 2, \$98,641 per year (2022/23 academic salary schedule [salary placement contingent upon verification]), effective August 12, 2022.

BA – Urban Studies – San Diego State University

MA – Ethnic Studies – University of California, San Diego

PhD – Ethnic Studies – University of California, San Diego

Dr. Quintanilla has taught for the Ethnic Studies Department at UCSD and the Chicana/o Studies Department at San Diego Mesa College. She was most recently a postdoctoral fellow in the Department of Environmental Studies at UC Santa Barbara, and was a postdoctoral fellow for the UC Humanities Research Institute at UC Irvine in 2020. She has researched, taught, and written about community empowerment and advancing equity and environmental justice through Ethnic Studies education.

- c) Eduardo Mariscal, Interim Computer Science Instructor, School of Career Education, full-time, one academic year, non-tenure track, salary class 5, step 2, \$95,694 (2022/23 academic salary schedule), for contract period August 12, 2022 – May 26, 2023.

BS – Mathematics – California State University, San Marcos

MS – Mathematics – California State University, San Marcos

Eduardo is also anticipated to be awarded a MS in Computer Science from California State University, San Marcos in August 2022. Eduardo has worked for MiraCosta College as associate faculty since spring 2017 serving both the Computer Science and Math departments. Eduardo has also previously served as a teaching associate at California State University, San Marcos, and as adjunct faculty at Palomar College. In addition, Eduardo previously worked as an IT Software Engineer for Slower.AI and as a Data Analysis and Machine Learning Engineer for Hunter Industries.

4. Employment of the following regular classified employees:

Brian Astredo, Foundation Specialist, position P-09271, salary range 19, step 2, \$5,460 per month, full-time, 12 months per year, effective August 8, 2022. Brian was selected through an open recruitment process.

Antonio Ontiveros, Athletic Trainer, position P-05848, salary range 28, step 3, \$7,447 per month, full-time, 10 months per year, effective August 1, 2022. Antonio was selected through an open recruitment process

Correction to employment of Holly Walker, Human Resources Technician, salary range 21, step 1, \$5,376.00 per month (2021/22 Classified Salary Schedule), full-time, 12 months per year, effective June 30, 2022. Position P-09232 was created after the Board approval of the Human Resources Technician reclassification to Senior Human Resources Technician. Position P-09232 was subsequently reclassified to Senior Human Resources Technician, range 24, step 1, \$5,978.50 per month, full-time, effective July 1, 2022, along with existing Human Resources Technician positions previously approved by the Board of Trustees on June 23, 2022.

5. Permanent change of assignment for Rudolph Guzman, Accounting Specialist, position P-05114, has accepted the position of Accountant I, position P-00021, salary range 26,

step 3, \$7,029.67 per month, full-time, effective July 13, 2022. Rudy was selected through an open recruitment process.

6. Temporary change of assignment for Sonia Martinez Sevilla, Admissions and Records Specialist, position P-06175, will increase in hours from 16 to 36 per week, effective August 8, 2022 – June 30, 2023.

7. Temporary additional assignment for the following employees:

Alton Hill, Technology Services Analyst, Workforce IOA, position P-08640, will serve as a Technology Services Analyst, Technical Services, range 29, step 2, \$42.04 per hour, up to 20 hours per week, effective July 1, 2022 – June 30, 2023.

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

Yurico Jimenez, Admissions and Records Specialist, position P-00041, will serve as a Student Services Specialist, CARE Program, range 21, step 5, \$6,687 per month, full-time, effective August 8, 2022 – June 30, 2023.

Ashleigh Moser, Learning Coach, STEM and Math Learning Center, position P-00231, will serve as Supplemental Instruction Program Supervisor, range 27, step 3, \$7,236.42 per month, full-time, effective August 8 – December 31, 2022.

David Sears, Custodian, position P-00131, will serve as Custodial Maintenance Worker, range 15, step 3, \$5,117.75 per month, full-time, effective August 1, 2022 – June 30, 2023.

Daniel Arey, Vehicle and Equipment Maintenance Assistant, Facilities, position P-00398, will continue to serve as Lead Vehicle and Equipment Mechanic, Facilities, position P-08144, range 28, step 2, \$7,079.08 per month, full-time, effective July 1, 2022 – June 30, 2023

Mandy Frakes, Accounting Specialist, position P-00017, will serve as Interim Accountant I, position P-09255, range 25, longevity year 8, \$8,116.08 per month, full-time, effective July 13 – August 15, 2022.

Tiffany Pennant-Jones, Library Technician I, Technical Services, position P-00272, will serve as Library Technician II, Technical Services, range 22, longevity year 12, \$6,051.47 per month, 32 hours per week, effective August 2, 2022 – June 30, 2023.

Daniel Burciaga, Custodial Maintenance Worker, position P-05809, will serve as Building Maintenance Mechanic II, range 22, longevity year 12, \$7,564.33 per month, full-time, effective July 6, 2022 – June 30, 2023.

9. Employee 07301819, in accordance with Board Policy 7345, requests catastrophic leave. 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 20 hours to remain in full paid status through August 25, 2022.

10. Employee 07133077, in accordance with Administrative Procedure 7340, requests an unpaid leave of absence, effective July 11, 2022 – December 31, 2022.

11. Employment of the following associate faculty members for the 2022 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Rafael	Olivo	Basic Skills, Interdisciplinary
David	Lizarraga	Biology
Luz	Carrillo	Chemistry
Farah	Firtha	Chemistry
Juan	Velasco	Counseling
Mahfood	Alkaabi	Computer Studies
Anastasia	Zavodny	Economics
Lisa	Lane	History


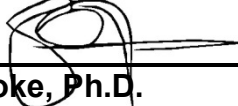
12. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Brianna Morris	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/21/22	6/30/23
Vianey Vilchis Sanchez	Early Childhood Education Instructional Specialist	Substitute	Child Development Center	\$29.85/hr	8/8/22	5/31/23
Valerie Varela	Transfer Center Specialist	Substitute	Transfer Center	\$31.64/hr	9/1/22	2/3/23
Susy Morales Benitez	Campus Aide III	Short-term	School Relations/Diversity Recruitment	\$19/hr	8/19/22	6/30/23
Jade MacEoghain	Campus Aide III	Short-term	Career Center	\$19/hr	8/19/22	6/30/23
Carlos Rodriguez Dominguez	Campus Aide III	Short-term	Admissions and Records, OCN	\$19/hr	8/19/22	6/30/23
Carlos Rodriguez Dominguez	Campus Aide III	Short-term	Student Equity	\$19/hr	8/19/22	6/30/23
Lizbeth Resendiz Perez	Campus Aide III	Short-term	Transfer Center	\$19/hr	8/19/22	6/30/23
Skye Lebreton	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Sarah Gross	Transfer Center Specialist	Substitute	Transfer Center	\$31.64/hr	9/1/22	2/3/23
David Johnson	Facilities Event Support Assistant	Short-term	Athletics and Intramurals	\$25/hr	8/19/22	6/30/23
Savannah So'oto	Assistant Coach	Substitute	Athletics and Intramurals	\$27.37/hr	8/1/22	6/30/23
David Kjos	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Deborah Cummins	Campus Aide III	Short-term	Testing Services	\$19/hr	8/19/22	6/30/23
Natalya Phillips	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Parisa Majidy	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Rodrigo Sarmiento	Facilities Event Support Assistant	Short-term	Athletics and Intramurals	\$25/hr	8/19/22	6/30/23
Sonette Avalos	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Lauren Miller	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Ivette Martinez	Campus Aide III	Substitute	Admissions and Records, OCN	\$19/hr	7/13/22	6/30/23
Brandall Buckles	Facilities Event Support Assistant	Short-term	Athletics and Intramurals	\$25/hr	8/19/22	6/30/23
Julia Hill	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Jorge Garcia	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Samantha Kugler	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23

Sean Robbins	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Audra Carangelo	Apprentice I	Short-term	Biotechnology	\$15/hr	8/22/22	5/31/23
Seyedmohammadmah Paknejad	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Carly Monahan	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Dayne Glover	Apprentice I	Short-term	Biotechnology	\$15/hr	8/22/22	5/31/23
Gene Ma	Physician	Substitute	Health Services	\$95/hr	8/1/22	6/30/23
Nico Macchione	Apprentice I	Short-term	Chemistry	\$15/hr	8/22/22	5/31/23
Elizabeth Yu	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Hannah Schmidler	Apprentice III	Substitute	Supplemental Instruction Program	\$17/hr	8/1/22	6/30/23
Makayla Escamilla	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Nicholas Rich	Apprentice I	Short-term	Chemistry	\$15/hr	8/22/22	5/31/23
Zayne Randel	Apprentice I	Short-term	Chemistry	\$15/hr	8/22/22	5/31/23
Destiny Casillas	Campus Aide III	Short-term	Career Ed Grants	\$19/hr	8/22/22	6/30/23
Jaice Bishop	Health Services Assistant	Substitute	Health Services	\$29.85/hr	8/19/22	6/30/23
Kristina Barnett	Instructional Aide	Substitute	Workforce IOA	\$23.03/hr	8/15/22	6/30/23
Noemi Llamas	Campus Aide III	Short-term	Testing Services	\$19/hr	8/19/22	6/30/23
Siclali Camarillo Gomez	Instructional Aide	Substitute	Workforce IOA	\$23.03/hr	8/15/22	6/30/23
Jazmin Aguas	Assistant Coach	Short-term	Athletics and Intramurals	\$27.37/hr	8/19/22	6/30/23
Robert Robinson	Facilities Event Support Assistant	Short-term	Athletics and Intramurals	\$25/hr	8/19/22	6/30/23
Christopher Renda	Campus Aide III	Short-term	Office of the President	\$19/hr	7/23/22	7/23/22

RECOMMENDATION

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

<p>Subject:</p> <p>Approve Classification of New Position, Job Description, and Salary Schedule for Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO)</p>	<p>Attachment:</p> <p>Job Description</p>
<p>Category:</p> <p>Consent Items</p>	<p>Type of Board Consideration:</p> <p>Information Consent Action</p>
<p>Recommended:</p>  <hr/> <p>Charlie Ng Assistant Superintendent/Vice President, Human Resources</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

There is a need to establish a classification and job description for the Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO). The CIDEAO position was created to provide executive-level leadership and guidance to the district’s inclusion, diversity, equity, and accessibility (IDEA) initiatives in support of the College’s mission, vision, values, goals and commitment.

STATUS

Salary placement for the position will be set using the current associate vice president salary schedule, range \$191,675 - \$228,870.

RECOMMENDATION

Approve classification of new position, job description, and salary schedule for Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO), as stated above.



CHIEF INCLUSION, DIVERSITY, EQUITY, ACCESSIBILITY OFFICER (CIDEAO)

Reports to: Superintendent/President

Dept: Office of the Superintendent/President

FLSA: Exempt

EEO: Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

The Chief Inclusion, Diversity, Equity, and Accessibility Officer (CIDEAO) provides executive-level leadership and guidance to the district's inclusion, diversity, equity, accessibility (IDEA) initiatives in support of the College's mission, vision, values, goals and commitment, and to create an exceptional learning and working environment. The CIDEAO leads the college in development, planning, strategy implementation to create a culture for IDEA; helps to create a futures-thinking focus, and the creation of just, equitable and sustainable futures; and actively engages students, faculty, and staff to further behaviors, attitudes, and policies that support an IDEA college environment. The CIDEAO is supported by other campus leaders who also have related responsibilities for IDEA.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Diversity, Equity, Inclusion, and Accessibility

1. Develops, plans, collaborates, leads, facilitates, and advises campus leaders, students, faculty, staff, and external constituencies on the creation, implementation, and evaluation of strategic IDEA initiatives and matters with a futures lens.
2. Work with faculty, staff, students, and appropriate institutional governance structures to promote inclusive excellence in teaching and learning across the curriculum and within cocurricular programming.
3. Work collaboratively with senior administrators and members of the campus community to assess, plan, develop, and build the infrastructure and institutional capacity for IDEA and anti-racism.
4. Work with senior administrators and campus professionals to develop, facilitate, respond to, and assess campus protocols that address hate-bias incidents, including efforts related to prevention, education, and intervention.

-
5. Works within the campus community to advocate for inclusive excellence in research, creativity, and learning in all fields as fundamental to the mission-driven work of the institution. Gathers and analyzes data and produces reports. Assesses and monitors program effectiveness and keeps management informed of IDEA progress and futures issues.
 6. Support advancement activities, managing engagement of prospects for major District priorities, providing research, and conferring on strategies.
 7. Establishes positive relationships with community groups and organizations.
 8. Participates in appropriate professional development and community organizations.
 9. Ensure the implementation of, and compliance with, the legal and regulatory requirements for the institution.
 10. Performs other related duties as assigned.

Supervisory

11. Recruits, interviews, recommends hires, and trains department employees.
12. Oversees the daily workflow of the department.
13. Develop and submit budgets and participates in responsible fiscal planning and budgeting.
14. Provides constructive and timely performance evaluations.
15. Handles discipline and terminations of employees in accordance with district policies and procedures.

COMPETENCIES:

- Leadership and Navigation
- Scholarship in IDEA and knowledge of best practices
- Consultation
- Ethical Practice
- Cultural Awareness
- Governance Acumen
- Relationship Management
- Communication
- Critical Evaluation

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies and objectives
- Advanced theories, principles, and best practices related to IDEA and futures
- Principles and practices of organization and culture change
- Principles and practices of program development and management
- Principles and practices of effective management and supervision
- Principles and practices of crisis and non-crisis communications
- Budgeting methods and practices
- Conflict resolution and mediation methods

ABILITY TO:

- Provide strategic leadership; cultural competency and work with diverse academic, cultural and ethnic backgrounds of community college students and staff;
- Manage change and sensitive topics;
- Offer viable solutions for problem solving;
- Analyze and provide sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Write and edit clear, concise, accurate and effective materials for public distribution.
- Meet schedules and deadlines.
- Work confidentially with discretion.
- Develop and control budget.
- Understand and follow oral and written directions.
- Interpret and prepare complex reports.
- Give effective oral presentations.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and accessibility issues.

EDUCATION AND EXPERIENCE:

- A Master's degree.
- Five years of experience advancing IDEA in a complex organization; and including two years of management or supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, governing board members, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



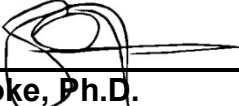
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

Subject: Approve Professional Expert Employment Contract	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information  Consent Action </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Program Director of the Veterans Business Outreach Center (VBOC) was created to administer the VBOC grant through the Small Business Development Center. The previous Program Director resigned effective June 30, 2022.

The district is authorized by California Education Code, Section 88003.1(b) (2), which provides for personal services contracting when the services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

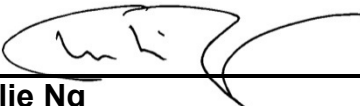

STATUS

The following professional expert employment contract is recommended with the term commencing on August 1, 2022 – April 30, 2023:

- Traci Cole, Program Director, VBOC, full-time, annual rate \$126,829 (2022/23 professional expert salary schedule).

RECOMMENDATION

Approve professional expert employment contract, as stated above.

Subject: Approve New Professional Expert Position and Hourly Rate	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



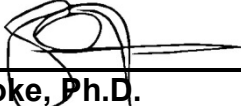
Upon request of the dean of arts and international languages, Human Resources reviewed the classification of art models for the Art Department. This position should be classified according to the professional expertise required of the position. Education Code § 88003 defines a professional expert as a person employed on a temporary basis for a specific project, regardless of length of employment. The work assigned requires specialized knowledge or skills that fall outside of the classified service.

STATUS

Upon review of the classification, Human Resources has recommended that art models be classified as hourly professional experts and compensated at the market rate of \$28 per hour effective August 1, 2022.

RECOMMENDATION

Approve new professional expert position and hourly rate, as stated above.

Subject: Approve Reorganization of Student Services Division	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information  Consent Action </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Student Services Division identified a need to restructure an existing position to coordinate and streamline communications to students. Following a business analysis process, lack of coordination in student communication was identified as one of the barriers to student success. The Student Services Division recently created a student communication plan but lacks a position to coordinate and effectuate the plan.

The Student Services Division will reassign the student services coordinator overseeing the Chariot Newspaper to a student services coordinator position focused on student communications. This position will address the needs identified by the division and result in more cohesive communications with students, departments, and the college as a whole.

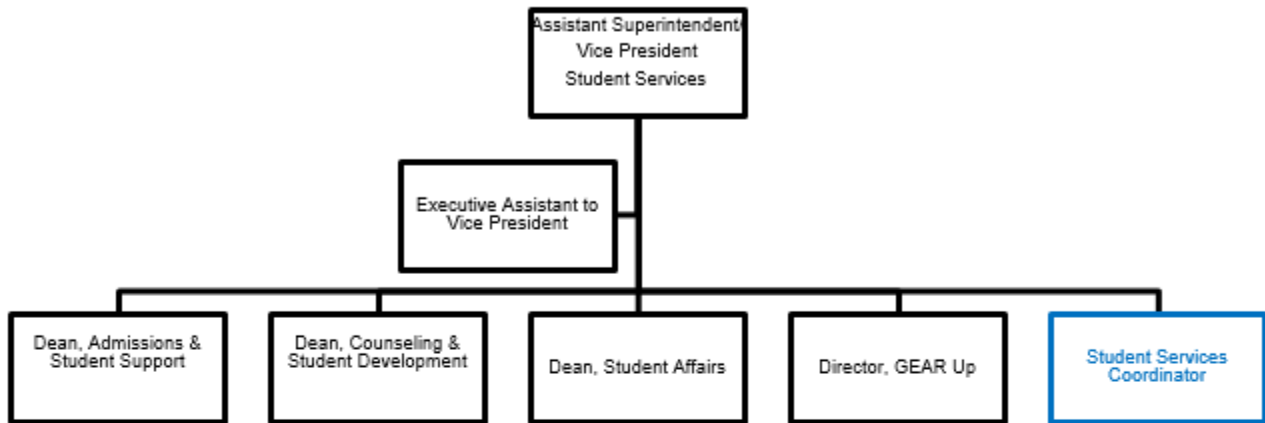
The proposed reorganization will include a change in reporting structure. The student services coordinator will move from reporting directly to the assistant superintendent/vice president of student services to the dean of admissions and student support. This proposed reporting structure better aligns the role within the day-to-day operations of the division. If approved, this reorganization will go into effect on August 22, 2022.

STATUS

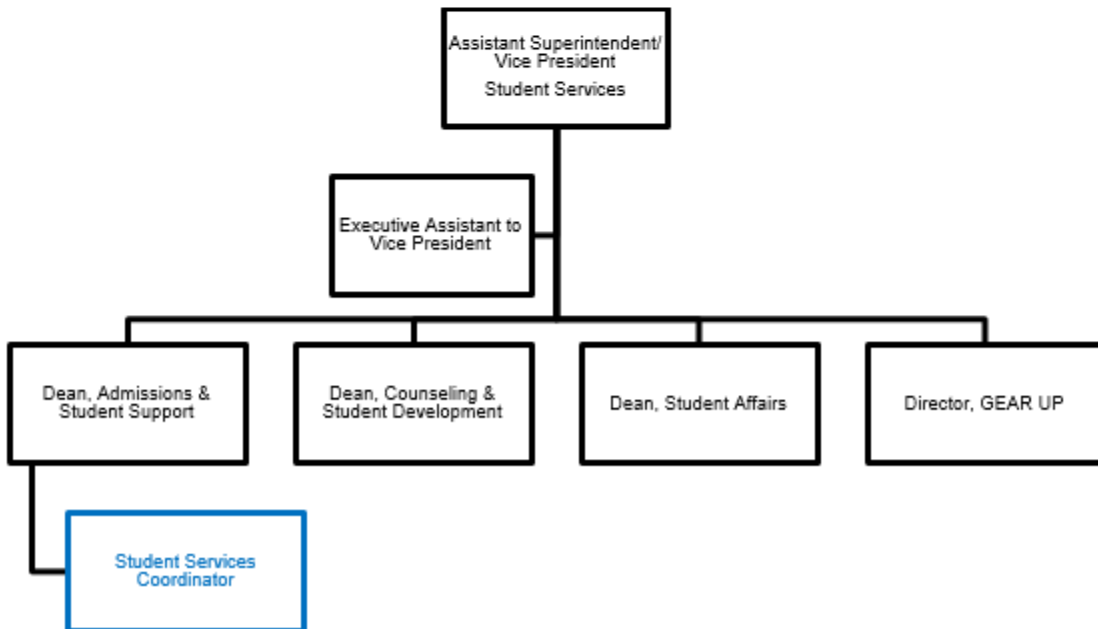
Upon identifying divisional needs, it has been determined that a reorganization is necessary to coordinate the Student Service Division’s communication plan with students, departments, and the college. This change will reallocate the 18-hour per week student services coordinator position (P-06211) designated to the Chariot Newspaper to a larger need for students. The Chariot will be in a hiatus status, and the college will review other options and needs for student media after obtaining input from students and research of other college models.

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

Current Organizational Chart


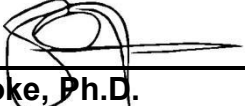


Proposed Organizational Chart



RECOMMENDATION

Approve reorganization of Student Services Division, as stated above.

<p>Subject:</p> <p>Approve Creation of Ethnic Studies Department and Organization within the School of Arts, International Languages and Ethnic Studies (SAILES) Reorganization</p>	<p>Attachment:</p> <p>None</p>
<p>Category:</p> <p>Consent Items</p>	<p>Type of Board Consideration:</p> <p>Information <input checked="" type="checkbox"/> Consent Action</p>
<p>Recommended:</p> <p></p> <hr/> <p>Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services</p>	<p>Approved for Consideration:</p> <p></p> <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

The purpose of this reorganization is to create and organize the new Ethnic Studies Department within the existing School of Arts and International Languages. The school will subsequently be named the School of Arts, International Languages, and Ethnic Studies. The proposed creation of a new Ethnic Studies Department is in response to the MiraCosta College Academic Senate Resolution #R.1-21L Creation of an Ethnic Studies Department that was approved by the Academic Senate in February 2021 and recent changes in Title 5 regulations regarding the inclusion of Ethnic Studies as one of the minimum requirements for the associate degree.

At their fall plenary in 2020, the Academic Senate for California Community Colleges adopted resolution 9.03 calling for an ethnic studies graduation requirement. The Student Senate for California Community Colleges adopted a similar resolution (S21.01.05). Informed by these resolutions and ongoing statewide conversations, the MiraCosta College Academic Senate resolution called for the expansion of Ethnic Studies courses “with respect and acknowledgement of the academic field of study, historically rooted in distinct epistemological and pedagogical practices,” the establishment of a “high priority for one full-time Ethnic Studies faculty position,” and the “support of an independent Ethnic Studies work group . . . to plan for meeting the needs of students and to grow and nurture Ethnic Studies courses offerings . . . leading to the establishment of an Ethnic Studies Department at MiraCosta College.” The Ethnic Studies work group was established, and a full-time faculty member has been hired to teach Ethnic Studies. The District is now completing final steps towards creating an Ethnic Studies Department.

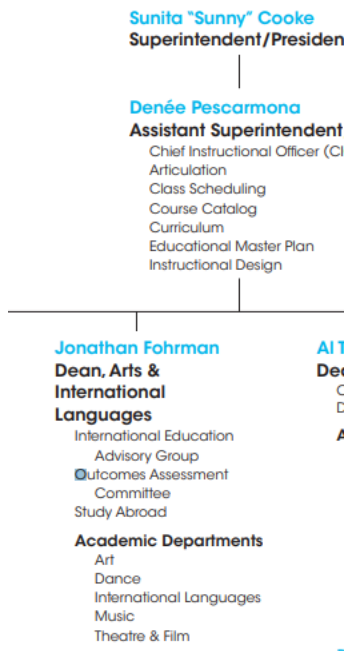
On June 15, 2022, the Chancellor’s Office provided updates on the implementation of an Ethnic Studies graduation requirement for all California Community College. Effective fall 2024, all colleges must have course offerings needed to fulfill a new Ethnic Studies graduation requirement. Chancellor’s Office memo ES 22-300-008 details and establishes the core

competencies for Ethnic Studies that are consistent with the California State University general education and more recently University of California (IGETC) requirements. The memo also provides information and timelines about upcoming curriculum development and professional learning opportunities. The Academic Senate has been conferred with and supports this organizational structure for the new department.

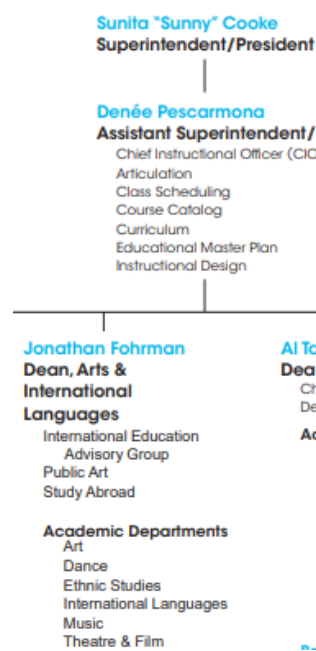
The proposed re-organization provides positioning of the new Ethnic Studies Department within the existing School of Arts and International Languages. Dean Jonathan Fohrman has been serving as the administration representative on the Ethnic Studies working group; Dean Fohrman has built strong relationships with group members with and has deep understanding of the purpose, mission, and vision of the work group. Dean Fohrman will continue to work collaboratively with the work group and will foster the professional development of the newly hired full-time faculty member in Ethnic Studies. This organization, along with other activities brought forward by the work group, will ensure MiraCosta College’s ability to meet the fall 2024 ethnic studies degree requirement implementation.

There are changes in FTE and budget associated with the recommended reorganization: (1) the inclusion of the new full-time faculty member in Ethnic Studies on the current board agenda (approximately \$99,000 per year plus benefits); (2) reassigned time of 20 percent (approximately \$20,000) for department chair for new department (as per current collective bargaining agreement).

Current Organization Chart:

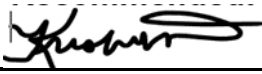



Proposed Organization Chart:



RECOMMENDATION

Approve the recommended addition and organization of an Ethnic Studies Department within the School of Arts, International Languages and Ethnic Studies.

Subject: Approve Fall 2022 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program	Attachment: Fall 2022 Program Components for OUSD CCAP
Category: Consent Item	Type of Board Consideration: <div style="text-align: center;"> Information <input checked="" type="checkbox"/> Consent Action </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in Counseling, Communications, and Mathematics. Those CCAP courses proved successful, and OUSD and MiraCosta College continued the CCAP partnership. Additional transfer and Career Education pathways have been developed for OUSD students. The attached Fall 2022 Program Components for OUSD CCAP represents the currently agreed upon course offerings for the fall 2022 academic term.

STATUS

A memorandum of understanding (MOU) was approved in August 2017 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Annual Program Components Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the fall 2022 Program Components for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during fall 2022.

APPENDIX
OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP
FALL 2022 PROGRAM COMPONENTS

Courses of Instruction: M CCD will schedule classes each semester at OUSD high schools to prepare students for college success. Students from El Camino, Oceanside, and Surfside high schools will be eligible to enroll in the course offerings listed below.

Estimated Number of Students to be Served: 331

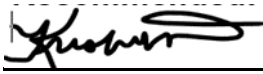

Total Sections: 9

Fall 2022 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
<i>Online*</i>	ADM	100	3	Online	Asynch	Staff	MCCD	48-54	40
<i>Online*</i>	ART	157	3	Online	Asynch	Staff	MCCD	48-54	35
<i>Online*</i>	CHLD	105	3	Online	Asynch	Staff	MCCD	48-54	36
<i>OHS</i>	COUN	100	3	M/W	8:45-10:15	Staff	MCCD	48-54	35
<i>ECHS</i>	COUN	100	3	M/W	8:45-10:15	Staff	MCCD	48-54	35
<i>SEA</i>	CRLP	101	1	M/W	12:55-1:45	Staff	MCCD	16-18	40
<i>SEA</i>	HOSP	100	3	Tu/Th	12:55-2:35	Staff	MCCD	48-54	40
<i>OHS</i>	MATH	103	4	Tu/Th +online	8:45-10:15	Staff	MCCD	64-72	35
<i>ECHS</i>	MATH	103	4	Tu/Th +online	8:45-10:15	Staff	MCCD	64-72	35

*If the **Days** column says *Online*, that means instruction is fully asynchronous, with no designated meeting time.

- Criteria used to select courses in a dual enrollment program:
- Applicability of course towards post-secondary educational goals (major and general education)
 - Transferability to the University of California and California State University systems
 - Applicability of skills in the high school environment as well as in post-secondary education
 - Completion of coursework in a Career Education pathway, leading to in-demand workforce skills attainment and gainful employment.

Books and Instructional Materials – The total cost of books and instructional materials for OUSD students participating as part of this CCAP Agreement will be borne by OUSD.

Subject: Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2022 Dual Enrollment Program	Attachment: Exhibit A Course Agreement Fall 2022
Category: Consent Item	Type of Board Consideration: <div style="text-align: center;"> <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

During the 2018/19 year, the Carlsbad Unified School District (CUSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CUSD students to enroll in MiraCosta College classes at Carlsbad and Sage Creek high schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. Instructional Services Division worked with leaders from CUSD to identify courses to be offered during the fall 2022 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CUSD students only.

STATUS

A memorandum of understanding (MOU) was approved in December 2018 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the new Exhibit A Course Agreement with Carlsbad Unified School District to offer dual enrollment classes through MiraCosta College during fall 2022.

**EXHIBIT A
FALL 2022 COURSE AGREEMENT**

**Between
MIRACOSTA COMMUNITY COLLEGE DISTRICT
and CARLSBAD UNIFIED SCHOOL DISTRICT**

This Course Agreement is being executed between MiraCosta Community College District (“MCCD”), and Carlsbad Unified School District (“CUSD”) as Exhibit A to the *Dual Enrollment Program Agreement between Carlsbad Unified School District and MiraCosta Community College District (“Dual Enrollment Program Agreement)*, the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Dual Enrollment Program Agreement*, the *Dual Enrollment Program Agreement* shall control. This *Course Agreement* is entered into between MCCD and CUSD as of the effective date set forth below.

Effective Date of Course Agreement: August 19, 2022

Period of Course Agreement: August 2022 – January 2023

College Courses: MCCD shall offer the following approved educational courses:

Fall 2022 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
CHS	COUN	100	3	Online	Asynch	Staff	MCCD	48-54	35
CHS	DESN	110	5	ARR	10:45-12:35	Staff	MCCD	80-90	22
CHS	FILM	105	3	ARR	ARR	Staff	MCCD	48-54	40

+ Please note, enrollment restrictions may exist if students chose to take a lower-level course to meet college/university major requirements.

Notices. Any notice, communication, or delivery required by this Agreement by either Party to the other shall be delivered to:

Carlsbad Unified School District
Dr. Robert Nye
Assistant Superintendent Instructional Services
6225 El Camino Real
Carlsbad, CA 92009



MiraCosta Community College District
Kristina Denée Pescarmona
Vice President of Instructional Services
1 Barnard Drive
Oceanside, CA 92056

CARLSBAD UNIFIED SCHOOL DISTRICT

APPROVED BY: _____ DATE: ____/____/20____

MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____ DATE: ____/____/20____

Subject: Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2022 Dual Enrollment Program	Attachment: Exhibit A Course Agreement Fall 2022			
Category: Consent Item	Type of Board Consideration: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Information</td> <td style="text-align: center;"> <input checked="" type="checkbox"/> Consent </td> <td style="text-align: center;">Action</td> </tr> </table>	Information	<input checked="" type="checkbox"/> Consent	Action
Information	<input checked="" type="checkbox"/> Consent	Action		
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President			

BACKGROUND

During the 2014/15 academic year, the San Dieguito Union High School District (SDUHSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled SDUHSD students to enroll in MiraCosta College classes at Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, and Torrey Pines High Schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from SDUHSD to identify courses to be offered during the fall 2022 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to SDUHSD students only.

STATUS

A revised memorandum of understanding (MOU) was approved in September 2020. Until either district wants to rescind or change the MOU, it remains in effect but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the new Exhibit A Course Agreement with San Dieguito Union High School District to offer dual enrollment classes through MiraCosta College during fall 2022.

**EXHIBIT A
FALL 2022 COURSE AGREEMENT**

**Between
MIRACOSTA COMMUNITY COLLEGE DISTRICT and
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

This Course Agreement is being executed between MiraCosta Community College District (“MCCD”), and San Dieguito Union High School District (“SDUHSD”) as Exhibit A to the *Dual Enrollment Program Agreement between San Dieguito Union High School District and MiraCosta Community College District* (“Dual Enrollment Program Agreement”), the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Dual Enrollment Program Agreement*, the *Dual Enrollment Program Agreement* shall control. This *Course Agreement* is entered into between MCCD and SDUHSD as of the effective date set forth below.

Effective Date of Course Agreement: August 19, 2022

Period of Course Agreement: August 2022 – December 2022

College Courses: MCCD shall offer the following approved educational courses:

Fall 2022 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
SDA	MATH	260	4	Arr	Arr	Staff	SDUHSD	80-90	35
SDA	MATH	270	4	Arr	Arr	Staff	SDUHSD	80-90	35
LCCHS	MATH	260	4	Arr	Arr	Staff	SDUHSD	80-90	35
LCCHS	MATH	112	3	Arr	Arr	Staff	SDUHSD	48-54	35
LCCHS	MATH	112	3	Arr	Arr	Staff	SDUHSD	48-54	35
TPHS	MATH	155	4	Arr	Arr	Staff	SDUHSD	64-72	35
TPHS	MATH	260	4	Arr	Arr	Staff	SDUHSD	80-90	35

+ Please note, enrollment restrictions may exist if students chose to take a lower-level course to meet college/university major requirements.

Notices. Any notice, communication, or delivery required by this Agreement by either Party to the other shall be delivered to:

San Dieguito Union High School District
Bryan Marcus
Associate Superintendent of Education Svcs.
4100 Normal Street
San Diego, CA 92103


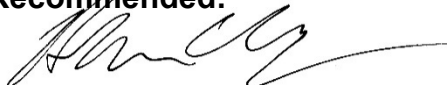

MiraCosta Community College District
Denee Pescarmona
Vice President of Instructional Svcs.
1 Barnard Drive
Oceanside, CA 92056

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

APPROVED BY: _____ Date: ____/____/20____

MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____ Date: ____/____/20____

Subject: Approve African Diaspora Education Summit attendance in Ghana, Africa – Fall 2022	Attachment: Summit Schedule
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action
Recommended:  <hr/> Alketa Wojcik, Ed.D. Assistant Superintendent/Vice President, Student Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In compliance with Board Policy 7400 Employee Travel, MiraCosta College Superintendent/President Dr. Sunita V. Cooke, Dean of Counseling and Student Development Dr. Wendy Stewart, and Counseling Department Chair Don Love are requesting approval to travel to Ghana, Africa, from September 15 through September 26, to attend the African Diaspora Education Summit.

STATUS

The purpose of this trip is to attend the African Diaspora Education Summit at the University of Cape Coast located in Cape Coast, Ghana and sponsored by the African American Male Education Network (A²MEND). MiraCosta College will be sending a team of seven that includes four Umoja students with the goal of connecting with other institutions across the diaspora, exploring opportunities for both students as well as faculty and staff to participate in abroad opportunities in Africa, and learning about African centered education and pedagogy.

RECOMMENDATION

Approve the out-of-country travel for Dr. Sunita V. Cooke, Dr. Wendy Stewart, and Don Love, who will travel to Cape Coast, Ghana on September 15, 2022, to attend the African Diaspora Education Summit with a not to exceed cost of \$20,000.






University of Cape Coast, Ghana
September 19 – 24, 2022
Summit Draft Agenda

September 19th – Opening	
6:30am – 7:45am	Breakfast at Hotel/Depart for University of Cape Coast (UCC)
7:45am – 8:15am	Transition to Campus
8:15am – 8:45am	Drum/Dance/Welcome/Greetings/Libations/Spiritual Work Greetings
8:45am – 10:00am	Summit Registration/Check-In/Materials
10:00am – 11:00am	Make traditional visit to Omanhen to announce our Presence in his town/Traditional Gifts/walk to dungeon
11:00am – 1:15pm	Cape Coast Dungeon – “What Went Wrong?”
1:15pm – 1:30pm	Return to UCC
1:30pm – 2:30pm	Lunch @ UCC
2:30pm – 4:00pm	Dungeon Debrief Activity/Ritual/Reporting
4:15pm – 5:00pm	Closing Remarks/Activity/Preview of Next Day
September 20th – The Questions	
6:30am - 7:45am	Breakfast at Hotel/Depart for UCC
7:45am – 8:15am	Transition to Campus
8:15am - 8:45am	Drum/Dance Welcome/Libations/Spiritual Work
9:00am -10:30am	Keynote: Dr. Chika Akua, Prof. Clark Atlanta University: Reason for African-Centered Education: 14 Key Elements
10:30am – 11:30am	Breakout Session #1: African-Centered Education Standards
11:30am – 12:00pm	Drum/Dance Performance
11:00pm – 1:30pm	Lunch UCC
1:30pm – 2:30pm	Breakout #2 -
2:30pm – 3:00pm	Integration Subcommittee Session #1
3:00pm – 3:30pm	Final Report Out/Consensus/Select Integration

3:30pm – 4:00pm	Break/Visit Booths/Bonding/Poster Board Walk
4:00pm – 5:30pm	Panel Discussion: Ghanaian's /Diaspora's address
5:30pm -	Recap and Preview Next Day
6:00pm – 7:00pm	Drum/Circle or Dance/Class (optional)
September 21st – A-C Keynote/Community Sights/Sounds/Cultural Connections	
6:30am – 7:45am	Breakfast at Hotel/Depart for UCC (students wear white)
7:45am – 8:15am	Transition to Campus
8:15am – 8:45am	Drum/Dance/Welcome/Libations/Spiritual Work Greetings
9:00am – 10:30am	Keynote: Dr. Anthony Browder/Atlantis Browder: Real Life 25th Dynasty Kemetic 'African-Centered' Projects—What/why is it and what does it/might it mean for African People?
10:30am – 11:30am	Government Panel: What can/will Government do to facilitate solutions to the 4 questions?
11:30am – 12:30pm	Report out Standards
12:30pm – 1:00pm	Transition to bus/Arrive at Moree (Lunch at Moree)
1:00pm -	Moree for Community Program, Welcome/Traditional Ceremony/Kwegya/Lunch
September 22nd – Next Steps in Building towards Sovereignty	
6:30am - 7:45am	Breakfast at Hotel/Depart for UCC
7:45am – 8:15am	Transition to Kakum Park/On Board Community/Updates
8:15am - 9:00am	Transition to Park
9:00am -11:30am	Tour Kakum Park and Return to Hotels
11:30am – 1:45pm	Lunch on Your Own
1:45pm – 2:00pm	Transition to Campus
2:00pm – 3:30pm	Keynote: Dr. Julianne Malveaux/Dr. Joy Degru— Effective, Efficient Plan Implementation and Empowerment
3:30pm – 4:30pm	HBCU Fair/Poster Board Research Walk
4:30pm – 4:45pm	Return to Hotel
4:45pm – 6:45pm	Break (Approve clothing – ceremony/Tomorrow)
6:45pm – 7:00pm	Transition to Campus
7:00pm – 9:00pm	Dinner Honoring Sam Jonah, Chancellor of UCC/Documentary/"Ghana Business Opportunities" Honoring Ghanaian Scholars

September 23rd	
6:30am – 7:45am	Breakfast at Hotel/Depart for UCC (students wear white)
7:45am – 8:15am	Transition to Campus
8:15am – 8:45am	Drum/Dance/Welcome/Libations/Spiritual Work Greetings
9:00am – 10:30am	Segmental and Affinity Group Break Outs for Standards Implementation: Secondary Teachers/Teacher Education Faculty/Post-Secondary Faculty Religious/Business Leaders/Secondary Administrators/College Presidents/Executive Administrators/Governmental/Non-Governmental Agencies
10:30am – 1:30am	Campus Tour—Community Engagement/Center for Critical Thinking and Innovation/Cape Coast City Tour/Local Shopping/Lunch at Mable’s Table Restaurant or One Africa
1:30am – 2:30pm	Panel Discussion: Ghanaian’s/Diaspora’s address
2:30pm – 2:45pm	Transition to Hotel/Break/Preliminary Packing/Review Departure Checklist/R&R
2:45pm – 6:45pm	R&R (secure final clothing orders for ceremony)
6:45pm – 7:00pm	Transition to Campus/Dress Cultural Attire
7:00pm – 9:45pm	Closing Ceremonies/AADES Certificates/2022 Chieftaincy Awards Ceremony
9:45pm – 10:45pm	After Party/Photos/Etc.
10:45pm – 11:00pm	Adjourn to Hotel
September 24th – Post Conference	
6:30am – 7:45am	Breakfast at Hotel/Depart for UCC (students wear white)
7:45am – 8:15am	Transition to Campus
8:15am – 8:45am	Final Drum/Dance/Welcome/Libations/Spiritual Work
8:45am – 10:45am	Visit Asodzi Plaza for libation and photos/Tour Asebu land & Central Region sites for informational purposes and for potential purchasers/investors
10:45am	Proceed to Accra and stop at Kwame Nkrumah Memorial and W.E.B. DuBois Centre (if time permits before airline departures)
	Check-in for Flights: We hope you enjoyed us as much as we enjoyed you. Safe journey! We pray to see you again soon!

Subject: Approve 2022/23 COVID-19 Emergency Conditions Allowance Application	Attachment: <ul style="list-style-type: none"> • Chancellor’s Office 6/14/22 Memo • 2022/23 COVID-19 Emergency Conditions Allowance Application • Emergency Conditions Recovery Plan
Category: Consent Item	Type of Board Consideration: Information  Consent Action
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On June 14, 2022, the California Community Colleges Chancellor’s Office released a memo outlining the procedure for a final extension of the FTES stabilization provided through Title 5, section 58146, in the event of an emergency. Section 58146 provides criteria for funding allowances due to emergency conditions, including pandemics. To qualify, the district must submit an application and demonstrate the applicability or an emergency condition and good faith efforts to avoid a material decrease in general purpose apportionment.

STATUS

The district has completed the required application and emergency conditions recovery plan describing (1) the actions the district has taken to increase enrollment, including new strategies for student reengagement and persistence, changes to course scheduling and program review and strategies by affected populations, (2) how the district is using existing resources to support student basic needs and direct resources to students, (3) details on class scheduling for fall 2022 and spring 2023, and (4) operational plans to absorb enrollment losses after 2022/23.

RECOMMENDATION

Approve 2022/23 COVID-19 Emergency Conditions Allowance Application.



California Community Colleges

MEMORANDUM

June 14, 2022

FS 22-07 | Via Email

TO: Chief Executive Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers

FROM: Dr. Lizette Navarette, Executive Vice Chancellor
Institutional Supports and Success

RE: 2022-23 COVID-19 Emergency Conditions Allowance
Application due September 1, 2022

The adverse effects of the COVID-19 pandemic have been acutely felt by some of our most vulnerable communities and jeopardize gains on our diversity, equity, and inclusion efforts. Reversing these adverse effects will require sustained action and a commitment to the goals in the *Vision for Success* and the Roadmap for the Future.

In the event of an emergency, Title 5 provides the state Chancellor authority to hold a district's FTES stable at a level reported prior to the occurrence of the emergency. In March 2020, the Chancellor's Office provided this protection to all districts that applied, as it was understood certain courses would not seamlessly convert to an online format and districts would experience FTES losses. The purpose of this memo is to provide information about the final extension of this protection and the 2022-23 COVID-19 emergency conditions allowance requirements and application due September 1, 2022.

Emergency Conditions Requirements

Title 5 section 58146 provides criteria for funding allowances due to emergency conditions, including pandemics. The intent behind this section of regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition. These regulations require each district to demonstrate: 1)

Chancellor's Office, Institutional Supports and Success

1102 Q Street, Sacramento, California 95811
www.CaliforniaCommunityColleges.cccco.edu

A11Y 6/21/22

FS 22-07 2022-23 COVID-19 Emergency Conditions Allowance

June 14, 2022

the applicability of an emergency condition, and 2) good faith efforts to avoid a material decrease in general purpose apportionments. This includes a good faith effort to restore enrollments and re-engage displaced students.

FTES PROTECTIONS

To avoid material decreases in district apportionments associated with the COVID-19 pandemic, upon approval of a district's application and continuing adherence to requirements, the Chancellor's Office will apply the following protection for the 2022-23 Base Allocation of the Student Centered Funding Formula:

- The final FTES used to calculate the 2019-20 recalculation apportionment, which includes emergency conditions allowances provided to districts in 2019-20, will be used to calculate: 1) the 2022-23 apportionment for all categories of FTES as specified in the Student Centered Funding Formula and 2) the three-year average of credit FTES for subsequent fiscal years.

Supplemental and student success allocations will continue to be calculated using actual 2021-22 headcounts and a three-year average of 2019-20, 2020-21, and 2021-22 headcounts, respectively.

If a district is approved for an emergency conditions allowance, the adjustment to FTES will be applied by the Chancellor's Office. **Actual FTES must be reported on the CCFS-320 Apportionment Attendance Report.**

2022-23 COVID-19 Emergency Conditions Allowance Application

To apply for the 2022-23 COVID-19 emergency conditions allowance, **districts must submit an application to the Chancellor's Office no later than September 1, 2022.** Upon approval of the application, districts will not have the ability to opt out of the protection, but may have their participation revoked if the district does not continue to meet the eligibility requirements described below. The application consists of two parts: 1) an Emergency Conditions Recovery Plan, adopted and approved by the local Board of Trustees, and 2) a certification confirming that the district meets specific eligibility requirements.

The *Emergency Conditions Recovery Plan* must describe the actions the district has

FS 22-07 2022-23 COVID-19 Emergency Conditions Allowance

June 14, 2022

taken and will take to increase enrollment, persistence, and completion, and the district's operational plans to absorb enrollment losses after 2022-23. Additionally, the plan should include details on class scheduling and an analysis of students that did not re-enroll between Spring 2020 and Fall 2021. See the attached *2022-23 COVID-19 Emergency Conditions Allowance Application* for additional plan details and requirements.

In addition to the plan, a district must certify:

1. The district will prepare an *Emergency Conditions Recovery Plan* update to present to their Board of Trustees and furnish a copy of the Board report to the Chancellor's Office no later than February 28, 2023.
2. The district will incentivize and prioritize participation in professional development to enhance quality online teaching and learning.

Recommended options for professional development include the [CVC-OEI @ONE](#) online network of educators' course offerings. In addition, the Chancellor's Office has partnered with Association of College and University Educators (ACUE) to offer faculty who teach online transfer-level math programs the opportunity to participate in a series of professional development micro-credential courses. To register please complete the [course registration form](#). To learn more about ACUE, please visit the [ACUE website](#).

3. The district:
 - a. is a member of the CVC-OEI Consortium and has signed the Master Consortium Agreement. General information about the CVC-OEI Consortium is available on the [About the CVC-OEI webpage](#), and information on joining the consortium is included on the [Participation in the CVC-OEI Consortium webpage](#).
 - b. by the beginning of the first term that starts on or after January 1, 2023, has implemented the steps to become a Home College and has implemented or committed to 1) enabling Course Finder API, 2) completing the steps needed to become Teaching College ready, and 3) joining a scheduled implementation cohort to become a Teaching College.

FS 22-07 2022-23 COVID-19 Emergency Conditions Allowance

June 14, 2022

Information about becoming a Home and Teaching college is available here: [The CVC Exchange: Documentation and Support Materials – California Virtual Campus](#).

4. The district has submitted all data due to the Chancellor’s Office Management Information Systems (MIS) and will continue to maintain on-time submission for all MIS submissions. MIS data due dates are available on the [MIS data submissions webpage](#), including the [2021-22 Data Submission Timeline and the 2022-2023 Data Submission Timeline](#).
5. The district has no outstanding audit reports due to the Chancellor’s Office.
 - a. 2020-21 audit reports were due February 28, 2022. Audit reports for 2021-22 are due December 31, 2022.
6. The district’s Board of Trustees adopts a policy aiming to align reserve balances to recommendations included in the [Government Finance Officers Association Budgeting Best Practices](#) by no later than February 28, 2023. This policy should be provided to the Chancellor’s Office along with the *Emergency Conditions Recovery Plan* mid-year update. Additional information on fiscal resiliency and reserve balance recommendations can be found in memo [FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations](#).

Continuing Participation in the 2022-23 COVID-19 Emergency Conditions Allowance

Prior to each apportionment cycle, the Chancellor’s Office will verify that the district continues to meet the requirements outlined above. If the Chancellor’s Office determines that a district no longer meets one of the requirements, the 2022-23 COVID-19 emergency conditions allowance is rescinded permanently and the district will be notified prior to the next apportionment cycle. The table below outlines important due dates and notification dates.

FS 22-07 2022-23 COVID-19 Emergency Conditions Allowance

June 14, 2022

Table: Important Dates

Action	Date
Application Packet (Emergency Conditions Recovery Plan and District Certifications) due to Chancellor's Office	September 1, 2022
Chancellor's Office notifies districts of application approval status.	October 15, 2022
Emergency Conditions Recovery Plan mid-year update due to local Board of Trustees and Chancellor's Office Board Policy on Reserves due to Chancellor's Office	February 28, 2023
2020-21 Audit Report due to the Chancellor's Office	February 28, 2022
2021-22 Audit Report due to the Chancellor's Office	December 31, 2022
MIS Data Submissions Due	Rolling, beginning in August 2022
Chancellor's Office notifies districts which no longer meet all requirements that the emergency conditions allowance is permanently rescinded	January 27, 2023 April 28, 2023 December 15, 2023

Impact to Full-Time Faculty Obligation

An Emergency conditions allowance increases a district's 'funded credit FTES', calculated per the Student Centered Funding Formula, by holding the current year FTES to a prior year level. This higher level of 'funded credit FTES' impacts the calculation of the annual adjustment to the Faculty Obligation Number (FON). A district with an emergency conditions allowance will not see a reduction to their FON for actual enrollment declines.

Chancellor's Office Contacts

For questions about the COVID-19 Emergency Conditions Allowance Form, please contact the Fiscal Standards and Accountability Unit at fiscalstandards@cccoco.edu.

FS 22-07 2022-23 COVID-19 Emergency Conditions Allowance

June 14, 2022

For questions about the SCFF, contact the Fiscal Services Unit at apportionments@cccco.edu. For questions about CVC-OEI participation and Home College Readiness and Course Finder, please email support@cvc.edu.

Attachment: 2022-23 COVID-19 Emergency Conditions Allowance Application

8 California Community Colleges

2022-23 COVID-19 EMERGENCY CONDITIONS ALLOWANCE APPLICATION

This application packet and required attachments must be submitted to fiscalstandards@cccco.edu no later than September 1, 2022. The Chancellor's Office will review the application and notify the district of the application status by October 15, 2022.

Emergency Conditions Recovery Plan

As a partner in this work, the Chancellor's Office anticipates this document serving as a planning tool to advance student success, fiscal health planning, transparency and community engagement. To qualify for the 2022-23 COVID-19 emergency conditions allowance, the district must submit an Emergency Conditions Recovery Plan approved by the local board of trustees. The plan must address each of the following:

1. Describe the actions the district has taken to increase enrollment.
 - What is the district currently doing to increase enrollment, persistence, and completion?
 - What will the district do differently to increase enrollment, persistence, and completion? Please include information about strategies related to: student reengagement and persistence, changes to course scheduling and program review, and/or strategies by affected population(s).
 - How is the district using existing resources to support student basic needs and direct resources to students?
 - Provide details on class scheduling for Fall 2022 and Spring 2023 (as available) including the proportion of courses offered by time of day (day/evening/weekend), the proportion of courses offered by course length (full session, 8 - 10 week, less than 8 weeks), and the proportion of courses offered by modality (in person, online, hybrid).
2. Describe the district's operational plans to absorb enrollment losses after 2022-23.
 - Describe efforts to increase uptake of federal financial aid and fee waivers and key contact at the District leading this work.
 - Conduct an analysis of students the district lost between Spring 2020 and

Chancellor's Office, Institutional Supports and Success

1102 Q Street, Sacramento, California 95811
www.CaliforniaCommunityColleges.cccco.edu

Fall 2021, disaggregated by age, race & ethnicity, and other impacted groups.

- Tell us about the plan to engage your Board in this data and mitigating actions, including long-term planning to advance the district's Vision for Success goals.

District Certifications

To qualify for the 2022-23 COVID-19 emergency conditions allowance, the district must certify upon application that it meets the following requirements. Prior to each apportionment cycle, the Chancellor's Office will verify that the district continues to meet these requirements. If the Chancellor's Office determines that a district no longer meets one of the requirements, the 2022-23 COVID-19 emergency conditions allowance is rescinded permanently and the district will be notified.

1. The district will prepare and present an Emergency Conditions Recovery Plan update to their Board of Trustees and furnish a copy of the board report to the Chancellor's Office no later than February 28, 2023.
2. The district will incentivize and prioritize participation in professional development to enhance quality online teaching and learning.
 - a. Recommended options for professional development include the [CVC-OEI@ONE](#) online network of educators' course offerings. In addition, the Chancellor's Office has partnered with Association of College and University Educators (ACUE) to offer faculty who teach online transfer-level math programs the opportunity to participate in a series of professional development micro-credential courses. To register please complete the [course registration form](#). To learn more about ACUE, please visit the [ACUE website](#).
3. The district:
 - a. is a member of the CVC-OEI Consortium and has signed the Master Consortium Agreement. General information about the CVC-OEI Consortium is available on the [About the CVC-OEI webpage](#), and information on joining the consortium is included on the [Participation in](#)

[the CVC-OEI Consortium webpage.](#)

- b. by the beginning of the first term that starts on or after January 1, 2023, has implemented the steps to become a Home College and has implemented or committed to: 1) enabling Course Finder API, 2) completing the steps needed to become Teaching College ready, and 3) joining a scheduled implementation cohort to become a Teaching College. Information about becoming a Home and Teaching college is available here: [The eVE Exchange: Documentation and Support Materials - California Virtual Campus.](#)
- 4. The district has submitted all data due to the Chancellor's Office Management Information Systems (MIS) and will continue to maintain on-time submission for all MIS submissions. MIS data due dates are available on the [MIS data submissions webpage](#), including the [2021-22 Data Submission Timeline](#).
- 5. The district has no outstanding audit reports due to the Chancellor's Office.
 - a. 2021-22 audit reports were required to be submitted by February 28, 2022. Audit reports for 2022-23 are due December 31, 2022.
- 6. The district has adopted, or will adopt prior to February 28, 2023, a board policy aligning reserve balances to recommendations included in the [Government Finance Officers Association Budgeting Best Practices](#). Additional information on fiscal resiliency and reserve balance recommendations can be found in memo [FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations](#). Please attach a copy of the district's formal board policy to this application or to the mid-year Emergency Conditions Recovery Plan mid-year update due February 28, 2023.

I certify that the above information is true and complete to the best of my knowledge.

	Chief Executive Officer	
Signature	Title	Date

CEO Name (print)	CEO email
------------------	-----------

2022-23 COVID-19 Emergency Conditions Allowance Application



District Contact Name	Title	Date
-----------------------	-------	------

District Contact email

Required Attachments: Emergency Conditions Recovery Plan and Board Resolution
Board Approved Policy on District Reserves

Chancellor's Office Contact

For questions about the COVID-19 Emergency Conditions Allowance Application, please contact the Fiscal Standards and Accountability Unit at fiscalstandards@cccco.edu. For questions about CVC-OEI participation and Home College Readiness and Course Finder, please contact Marina Aminy at maminv@cvc.edu.

Subject: Approve Additional Purchase of Hotspots and Broadband Internet Services for Online Learning	Attachment: T-Mobile Quote Dated 7/14/22
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;"> <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On June 23, 2022, the board approved agenda item VIII.V for the purchase of 250 hotspots and broadband internet service from T-Mobile. These hotspots allow students in need of quality internet service the ability to check out a device for remote learning. After board approval of the initial purchase, district staff were notified of a grant award from the San Diego Family Foundation for the purchase of additional hotspots.

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 an agreement established by Sourcewell and Sprint Solutions, Inc. (Contract #080119-SPT). Note: Sprint and T-Mobile have merged and are now known as T-Mobile USA, Inc. The agreement with T-Mobile USA, Inc. allows for the purchase of hotspots and monthly broadband internet services for accredited public institutions of higher education which will provide the lowest cost and best overall value for the district.

Library staff is requesting an additional 250 hotspots units at a total annual cost of \$49,200. Equipment replacement, due to loss or damage, can be purchased utilizing the identified contract for \$90 per unit. This results in an additional annual cost not to exceed \$50,000, and a total five-year cost increase not to exceed \$250,000.

Funds for the first year of this program for the additional 250 units have been identified through the San Diego Family Foundation grant. Library equipment funds will be utilized for equipment replacement costs.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the additional procurement of hotspot equipment and broadband internet services with T-Mobile USA, Inc. in accordance with the terms and conditions of Sourcewell Contract #080119-SPT, increasing the original approved amount to a not to exceed amount of \$500,000 for five years, with an anticipated annual not to exceed amount of \$100,000.



T-MOBILE FOR GOVERNMENT

John Lindberg

John.Lindberg1@T-Mobile.com

858.531.1800

MiraCosta College Higher Education Hotspot Quote
 Ref Sourcewell Contract #080119-SPT and PA

Proposal Date: 7/14/2022
 Proposal Expiration 8/31/2022

Cellular Monthly Service Cost

Service	Quantity	Data GB	Cost	Discount	Net	Regulatory Fees	Total Monthly Cost	Total Monthly Discount	Total Monthly Cost
Student Connectivity T-Mobile Unlimited Mobile Internet (MINT) HOTSPOT	250	UNL	\$ 35.00	\$(20.00)	\$ 15.00	\$1.40	\$16.40	(\$5,000.00)	\$ 4,100.00

Hardware Cost

Equipment	Quantity	Device MSRP	Cost	Discount	Net			Total Equipment Discount	Total Equipment Cost
Franklin T10 Hotspots	250	\$ 90.00	\$0.00	\$(90.00)	\$0.00			(\$22,500.00)	\$0.00




Total Monthly Cost

	Quantity		Monthly		Regulatory Fees	Total Monthly Cost	Total	12 Month Total
Total Monthly Cost	250		\$ 15.00		\$ 1.40	\$ 16.40	\$4,100.00	\$49,200.00

Program to Include:

All Hotspot device kitting and staging provided at \$0 by T-Mobile
 All Project Management provided at \$0 by T-Mobile Implementation Team (IM)
 All T-Mobile Implementation Services (IM) provided at \$0
 All T-Mobile onsite support for implementation and multi-site rollout (as needed) provided at \$0
 Taxes and Regulatory Fees are included in Proposal
 Customer online portal management tool, training, dedicated expert support person included
 Content filtering is enabled for large commercial streaming sites*
 Requires a 12 month service agreement
 Current Hotspot Device is Franklin T10 and have a 1 year manufacturers warranty
 Hotspot replacement cost for lost/stolen device is \$90
 All Hotspot devices provided are 4G Hotspots
 Hotspot use instructions can be provided for Non-English Language speakers

Confidential - Intended for MiraCosta College

Subject: Approve Adobe Enterprise Term License Agreement	Attachment: CCT Technologies, Inc. Quote FCCC Adobe Contract #00901776
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district has standardized the use of Adobe software applications for both academic and administrative functions. The Adobe Enterprise Term License Agreement (ETLA) offers access to the Adobe Creative Cloud, Adobe Stock, Acrobat Sign, and Sign Pro and is customizable to use additional applications as needed. The Adobe ETLA three-year agreement provides the district with predictable budgeting for three years, access to the latest product versions, enterprise site license to easily deploy and manage the software, and to receive 24/7/365 enterprise-level support.

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 Adobe, Inc. through CCT Technologies, Inc (dba ComputerLand of Silicon Valley) as the authorized reseller, provides the lowest cost and best overall value to the district for technology purchases. The contract for the Adobe ETLA will be for the three-year period from July 30, 2022, thru July 29, 2025, with a cost of \$73 per FTE.

The Academic Information Systems (AIS) department has earmarked funds from the information technology budget for the yearly renewal.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement for the Adobe ETLA from CCT Technologies, Inc. in accordance with the terms and conditions of the FCCC’s Adobe ETLA for the three-year period specified above.



808 W San Carlos St #20
 San Jose, CA 95126 Telephone : 408-519-3200
 www.cland.com Fax : 408-519-3260

Quotation

Ship to MiraCosta College
 1 Bernard Drive
 Oceanside, CA 92056

Salesperson Sheri York *Date* 7/26/2022
 syork@cland.com *Number* [REDACTED]
 Director, Software & Licensing *Page* 1 of 1
 Phone : 800-639-1319 *Sales order* [REDACTED]
 Phone : 408-519-3221 direct *Payment* Net 30
 Fax : 408-519-3260 *Purchase order*

Bill to MiraCosta Community College
 Accounts Payable
 1 Barnard Drive
 Oceanside, CA 92056

Contact Abdy Afzali
 Aafzali@miracosta.edu
 760-795-6731

Item number	Description	Quantity	Unit price	Amount
65313789	CREATIVE CLOUD ALL APPS PRO HED FACULTY/STAFF ETLA SUB	804.00	73.00	58,692.00
65272755	ACROBAT SIGN FOR ENTERPRISE EDU T3 ETLA SITE LICENSE	804.00		0.00

Hi,
 Attached is the quote for renewal of your Adobe ETLA licensing, orders due September 15, 2022.
 " The new bundle will include Creative Cloud Pro, which includes Adobe Stock, Acrobat Sign (formerly Adobe Sign), as well as Sign Pro Services for \$73/FTE
 " You may add Captivate licensing in any quantity for \$85/user.
 " Due to the lateness of the final contract, the Foundation and ComputerLand have requested that Adobe extend the licensing currently in your consoles, and student licensing in the Foundation's console, for 60 days to allow for board approvals and purchase order processing.
 " POs will be due by September 15th this year, so that we can consolidate all orders and get the aggregate order to Adobe before the 60 day grace expires
 " This will be year 1 of a 3 year agreement, covering July 30, 2022 - July 29, 2025
 " This quote is for July 30, 2022 - July 29, 2023

Please let me know if you have any questions.

Smruti Chavan

Subtotal	58,692.00
Tax	0.00
Shipping & handling ..	0.00
Total	58,692.00



Adobe Sales Order (Consortium)

Customer FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
Deal Registration ID DR2902443
Currency USD
Partner CCT TECHNOLOGIES

Adobe Inc.

Products and Services Pricing Detail:

Adobe On-demand Services

Except as otherwise specified in this Sales Order, these On-demand Services terminate on the identified License Term End Date. Support Services are described at: <https://helpx.adobe.com/support/programs/support-policies-terms-conditions.html>

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
01	65272755	Adobe Sign for enterprise EDU Tier 3 (100% F/S FTE)	Advance Annually - In	61,863	Enterprise-Wide	30 July 2022	29 July 2025

01 Adobe Sign for enterprise EDU Tier 3:
 The dates set forth in the pricing table represent the best estimates of the License Term Start Date and License Term End Date but such dates will be adjusted based on the actual delivery date of login credentials to access the Products and Services. During each 12-month license period, each licensed user is permitted to send up to 150 Transactions. Transactions for a given customer account are aggregated among all licensed users, and do not carry over from one 12-month license period to the next.

Creative Cloud, Document Cloud and Software

Except for perpetual licenses, the License Term of the Products and Services and any applicable Support commences on the later of Products and Services delivery or the identified start date. The end date of the License Term of the Products and Services and any applicable Support is the later of the amount of months comprising the identified License Term or the identified end date. The dates below only represent best estimates of the start and end dates of the License Term. "Support" services for the Products and Services are described at <https://helpx.adobe.com/support/programs/support-policies-terms-conditions.html>.

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
02	65297410	Shared Device License HED	Advance Annually - In	100,000	Enterprise-Wide	30 July 2022	29 July 2025
03	65313790	All Apps, Pro for Higher EDU Students (5,000 Student minimum Consortium-wide)	Advance Annually - In	5,000	Each USER Per Year	30 July 2022	29 July 2025
04	65313789	All Apps, Pro HED Faculty/Staff (100% F/S FTE)	Advance Annually - In	61,863	Enterprise-Wide	30 July 2022	29 July 2025
05	65291298	Captivate	Advance Annually - In	13	Each USER Per Year	30 July 2022	29 July 2025

02 Shared Device License HED:
 This product is On-premise Software for use solely in Customer's shared device environments. Users may only access On-demand Services in such shared device environments through User's unique login ID, which must be obtained under separate license from Adobe. Users may only access On-demand Services in accordance with the terms of this Agreement. When Users access the Products and Services on shared devices, Customer is solely responsible for (1) establishing policies, practices, and controls to ensure that each User logs out of his or her Adobe account at the end of a usage session on a shared device; and (2) any unauthorized use of a User's Adobe account resulting from such User's failure to log out of his or her Adobe account or other accounts at the end of a usage session on a shared device.

26 July 2022 3:29:56 PM
 CONFIDENTIAL

- 03 **All Apps, Pro for Higher EDU Students:**
This product includes all Creative Cloud On-premise Software, Acrobat Pro, access to all Creative Cloud On-demand Services, and access to the Adobe Stock On-demand Services. For clarity, Students are "Users" as defined in the Agreement. The Pro Images licensed under this Sales Order are delivered under the special terms for Pro Images in the Adobe Stock PSLT, except that the Pro Images license in the PSLT (section 7.2(A) of the PSLT version: Adobe Stock 2020v2) is replaced with the following: Pro Images are licensed under an Education License and not under the Works Extended License set forth in section 3.2 of the Adobe Stock PSLT. "Education License" means, for Students, that, subject to the restrictions in the Agreement, Adobe grants Customer the non-exclusive, perpetual (only for the specific uses of the Pro Images that Customer has used prior to the end of the License Term, including the Grace Period as applicable), worldwide, non-transferable, non-sublicensable license to allow Students to access the Adobe Stock On-demand Services and to license, use, reproduce, archive, modify, and display the Pro Images, in all media, solely in connection with Enterprise-approved Student activities, and not for any other purpose. Enterprise-approved Student activities include, for example, activities related to Student coursework at the Enterprise.

- 04 **All Apps, Pro HED Faculty/Staff:**
This product includes all Creative Cloud On-premise Software, Acrobat Pro, access to all Creative Cloud On-demand Services, and access to the Adobe Stock On-demand Services. For clarity, Faculty Members and Staff Members are "Users" as defined in the Agreement. The Pro Images licensed under this Sales Order are delivered under the special terms for Pro Images in the Adobe Stock PSLT, except that the Pro Images license in the PSLT (section 7.2(A) of the PSLT version: Adobe Stock 2020v2) is replaced with the following: Pro Images are licensed under an Education License and not under the Works Extended License set forth in section 3.2 of the Adobe Stock PSLT. "Education License" means, for Faculty Members and Staff Members, that, subject to the restrictions in the Agreement, Adobe grants Customer the non-exclusive, perpetual (only for the specific uses of the Pro Images that Customer has used prior to the end of the License Term, including the Grace Period as applicable), worldwide, non-transferable, non-sublicensable license to allow Faculty Members and Staff Members to access the Adobe Stock On-demand Services and to license, use, reproduce, archive, modify, and display the Pro Images, in all media, for: (a) advertising, marketing, promotional, and decoration purposes related solely to the Enterprise; and (b) professional and academic activities related solely to the Enterprise, and not for any other purpose. For clarity, Customer may distribute marketing and promotional materials, internal presentations, decorations, and digital productions that display or incorporate the Pro Images solely for the benefit of the Enterprise.

- 05 **Captivate:**
This product is primarily On-premise Software, with limited On-demand Services to support license management.

Adobe Professional Services

Customer will be responsible for all reasonable travel expenses, hotel accommodations, and any other out of pocket expenses properly and reasonably incurred by Adobe in connection with the Services (unless otherwise provided in this Sales Order). Such expenses will be charged to Customer at cost. Adobe will provide the Professional Services on a mutually agreeable schedule but in no event sooner than the identified start date. These Professional Services terminate on the identified end date and will not renew.

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	Start Date	End Date
06	65310020	Adobe Sign for ent ProSvcs Subs:SVCS T4	Advance Annually - In	1.00	Each Per Year	30 July 2022	29 July 2025

- 06 **Adobe Sign for ent ProSvcs Subs:SVCS T4:**
Adobe Sign Professional Services Subscription includes expert advice to guide implementation, configuration, integration, administration, onboarding of use cases, and usage of Adobe Sign during the License Term. These Professional Services may include the services as described in the SOW at <https://www.adobe.com/content/dam/cc/en/legal/terms/enterprise/pdfs/SOW-ProfessionalServicesSubscription-Tiers-4-8-2022JAN27.pdf>. Customer and Adobe will jointly define the schedule for the delivery of the Professional Services defined in this SOW. In addition, Adobe and Customer will meet at mutually agreeable intervals to refine this schedule based on Customer priorities. Adobe will exercise its discretion on the most optimal set of services to support Customer's objectives. Adobe may require up-to four business weeks to schedule the delivery of the requested services. Customer will receive the Professional Services for up to two concurrent service requests at a time. Adobe will perform Professional Services remotely unless stated otherwise in this Sales Order. Customer is eligible for up to two in-region on-site trips to Customer's premises, by a single professional services consultant per year of subscription. If any professional services are requested to be delivered on-site at Customer's premises, beyond the included trips, the Customer will reimburse Adobe for any incurred travel related expenses. The dates set forth in the pricing table represent the best estimate of the License Term Start Date and License Term End Date, but Adobe will adjust such dates based on the actual delivery date of login credentials to access the Service.

Summary of Fees

	North America
Year One Fees	4,610,117.75
Year Two Fees	4,610,117.75
Year Three Fees	4,610,117.75
TOTAL	13,830,353.25

Sales Order Terms

1. This agreement ("Agreement") consists of (A) this Sales Order, and (B) the parts of the Adobe Enterprise Licensing Terms available at <http://www.adobe.com/legal/terms/enterprise-licensing.html> consisting of the General Terms and the applicable Product Specific Licensing Terms which are effective as of the date Customer executes this Sales Order.
2. Customer is an identified consortium comprised of participating educational institutions that meet the education eligibility criteria for Adobe's education programs described at <https://helpx.adobe.com/x-productkb/policy-pricing/education-faq.html>**Error! Hyperlink reference not valid.**, each a "Consortium Member." Customer's "Enterprise" includes all Foundation for California Community Colleges (FCCC) Institutions listed in Exhibit A attached hereto.
3. Customer must enter into a sales order with each Consortium Member in the form set forth as Exhibit B to this Sales Order ("Consortium Sales Order") and must provide Adobe with a copy of such Consortium Sales Order upon request. Each Consortium Member that executes a Consortium Sales Order with Customer will be responsible for its own compliance with the terms of such Consortium Sales Order and Adobe may enforce its rights against such Consortium Member. In the event Customer fails to enter into a Consortium Sales Order with a Consortium Member, Customer will be in material breach of the terms of this Agreement and will be liable for Consortium Member's violation of the terms of the Consortium Sales Order that were required to be agreed upon by Consortium Member prior to obtaining the Adobe Products and Services.
4. If Customer is also a Consortium Member, Customer must provide Adobe with written notice of the Adobe Products and Services that have been designated for Customer's use upon request and Customer is responsible for its compliance with the applicable licensing terms that are set forth in the Consortium Sales Order that are applicable to a Consortium Member.
5. Customer agrees to purchase the Products and Services set out in the Products and Services Pricing Detail section. All pricing and discounts described in this Sales Order are contingent upon Customer's execution and return of this Sales Order no later than 27 July 2022 (unless countersigned by Adobe).
6. Adobe is not entering into a direct purchasing relationship with Customer for the Products and Services. Rather, Customer must utilize an Adobe Partner for placing its orders. The Adobe Partner is solely responsible for setting the terms of payment with Customer (including but not limited to when payments by Customer are due to Adobe Partner).

Adobe Partner Name: CCT TECHNOLOGIES, INC.
 Adobe Partner Address: 482 WEST SAN CARLOS STREET, SAN JOSE, CA UNITED STATES 95110-2627

7. For those Products and Services identified as being licensed on an "Enterprise Wide" basis in the Products and Services Pricing Details section, Customer must notify Adobe in writing, within 14 days, whenever any of the Consortium Member's FTE count (as defined in the Consortium Sales Order) increases by 5% or more from the last established FTE count. Adobe will invoice Customer for the additional license fees based on the unit price of \$62.70 per FTE for All Apps, Pro HED Faculty/Staff, and \$6.55 per FTE for Acrobat Sign for enterprise EDU Tier 3 + Acrobat Sign for ent ProSvc Subs:SVCS T4 Bundle, and pro-rated through the end of the then current License Term.
8. (A) Deployment. Consortium Members may Deploy the quantity of Products and Services in accordance with the license metric specified within the Products and Services Pricing Detail throughout its Enterprise. "Deploy" means to make a license available for Products and Services to a User or Computer, as applicable, regardless of whether the license was accessed by a User or not.
 (B) Annual True-Up Report. Using the form found at www.adobe.com/go/trueup, Customer must report any Annual Average Over-Deployment Count (defined below) by Consortium Members for the Products and Services. During the License Term, Customer must send the report to Adobe not later than 14 days before each anniversary of the License Term Start Date, including for Deployments added during the last year of the License Term.
 (C) Calculating Annual Average Over-Deployment Count. For each Month during the License Term, Customer will track Deployment in excess of the purchased quantity ("Baseline"), including the highest total number of licenses over-Deployed on any given day during the Month (the "Monthly High-Water Mark"), if any. "Month" means a

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calendar monthly period commencing upon the applicable License Term Start Date (e.g., January 15 through February 14, February 15 through March 14, etc.); note, Months may vary in actual number of calendar days. "Annual Average Over-Deployment Count" means a license count calculated by (i) summing up the Monthly High-Water Mark for each of the 12 Months of the applicable annual term (the Monthly High-Water Mark of the 12th Month is determined as the equivalent of the Monthly High-Water Mark of the 11th Month), and (ii) dividing the sum by 12.

(D) True-Up Fees. Customer will be billed in arrears 100% of the true-up fees for each Annual Average Over-Deployment Count identified in the true-up report, payable according to the payment terms in the Sales Order. For subsequent annual periods remaining under the License Term, the Baseline will be increased to reflect any Annual Average Over-Deployment Count reported in the previous 12 Months and the Customer will be billed for the increase in Baseline license count at the true-up fees rate. True-up fees for the purchase of additional licenses will be:

Adobe Products and Services	Unit Price
Captivate	85.00

9. (A) Deployment. Consortium Member may Deploy the quantity of Products and Services for use by Consortium Member's Students in accordance with the license metric specified within the Products and Services Pricing Detail throughout its Enterprise. "Deploy" means to provide a license for Products and Services to a User, Student, or Computer, as applicable, regardless of whether or not the license was accessed by a User or Student. A Student may use the Products and Services on one non-Enterprise owned Computer which may be accessed by such individual using a unique log-in identifier. If an individual ceases to be a Student during the License Term, such individual must de-install its copy of the Products and Services and cease usage.

(B) Annual True-Up Report. Using the form found at www.adobe.com/go/trueup, Consortium Member must report to Consortium any Annual Average Over-Deployment Count (defined below) for the Products and Services. During the License Term, Consortium Member must send the report to Consortium not later than 14 days before each anniversary of the License Term Start Date, including for Deployments added during the last year of the License Term.

(C) Calculating Annual Average Over-Deployment Count. For each Month during the License Term, Consortium Member will track Deployment in excess of the purchased quantity ("Baseline"), including the highest total number of licenses over-Deployed on any given day during the Month (the "Monthly High-Water Mark"), if any. "Month" means a calendar monthly period commencing upon the applicable License Term Start Date (e.g., January 15 through February 14, February 15 through March 14, etc.); note, Months may vary in actual number of calendar days. "Annual Average Over-Deployment Count" means a license count calculated by (i) summing up the Monthly High-Water Mark for each of the 12 Months of the applicable annual term (the Monthly High-Water Mark of the 12th Month is determined as the equivalent of the Monthly High-Water Mark of the 11th Month), and (ii) dividing the sum by 12.

(D) True-Up Fees. Adobe will invoice Consortium (who in turn may invoice Consortium Member) in arrears 100% of the true-up fees for each Annual Average Over-Deployment Count identified in the true-up report, payable according to the payment terms in the Sales Order. For subsequent annual periods remaining under the License Term, the Baseline will be increased to reflect any Annual Average Over-Deployment Count reported in the previous 12 Months and Adobe will invoice Consortium (who in turn may invoice Consortium Member) for the increase in Baseline license count at the true-up fees rate. True-up fees will be:

Adobe Products and Services	Unit Price
All Apps, Pro for Higher EDU Students (5,000 Student minimum Consortium-wide)	65.00

10. **FERPA Compliance.** Adobe will be designated as a "school official" with a "legitimate educational interest" as those terms are defined under FERPA and its implementing regulations, and Adobe agrees to abide by the limitations and requirements imposed by 34 CFR 99.33(a) on "school officials".

11. Within 30 days of each anniversary of the License Term, Customer and Adobe may enter into a written addendum to this Sales Order to permit: (a) a new Consortium Member to participate in the consortium; (b) Consortium Member to purchase license rights for its Students; and (c) Consortium Members to purchase Adobe Products and Services other than those on its current sales order with Customer. Such additional license purchases will commence on an anniversary of the commencement of the License Term and extend through the remainder of the License Term.

By signing below, each Party acknowledges that it has carefully read and fully understands this Agreement and each agrees to be bound by this Agreement. This Agreement becomes effective upon the date of last signature (the "Effective Date"). The individuals signing this Agreement represent that they have the authority to bind the respective Parties to the terms of this Agreement.

Adobe Inc. (ADUS)
 345 Park Avenue, San Jose, CA 95110
 United States

Co-Signed *Electronically signed by: Eric Piziali*
 Date: Jul 27, 2022 16:59 PDT

Authorized Signature

Eric Piziali

Print Name

Senior Director Revenue Operations

Title

Jul 27, 2022

Date

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
 1102 Q ST STE 4800, SACRAMENTO, CA 95811-6565
 UNITED STATES


 Authorized Signature

Jorge J. C. Sales

Print Name

Vice President

Title

27 July 2022

Date

Purchase Order Number :
 ECC ID Number: 20025684


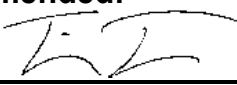

North America

End User : 20025684	Bill-To: 0001457316	Deploy-To :
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES 1102 Q ST STE 4800 SACRAMENTO, CA, 95811-6565 UNITED STATES	CCT TECHNOLOGIES, INC. 482 WEST SAN CARLOS STREET SAN JOSE, CA, 95110-2627 UNITED STATES	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES 1102 Q ST STE 4800 SACRAMENTO, CA, 95811-6565 UNITED STATES
	Invoicing Contact Name: Contact Email: acct@cland.com	Customer Admin Name: Jorge Sales Contact Email: jsales@foundationccc.org

Instructions for Signed Agreements:

<http://www.images.adobe.com/content/dam/acom/en/legal/terms/enterprise/pdfs/Instruction-for-Adobe-SignedAgreements-EN.pdf>

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Subject: Approve Parron Hall as Service Provider for Furniture Standards	Attachment: • Parron Hall Agreement for AllSteel • Dovetail Furniture Standards Program Report
Category: Consent Items	Type of Board Consideration: Information  Consent Action
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On September 9, 2021, the board approved agenda item VII.G. approving Dovetail Decision Consultants, Inc. to provide professional services for fixtures, furniture, and equipment coordination for various districtwide projects and to validate current district furniture standards. To ensure that the resources spent on furniture would meet long-term goals, Dovetail invited a broad range of personnel from purchasing, facilities, student services, and instructional services, as well as the vice presidents, administrative services, to participate in a district-wide committee.

The committee participated in a two-part process, which included analysis and product evaluation. The objective was to establish design and quality consistency, operational efficiency and maintainability, while ensuring first class teaching and learning facilities. The committee first identified issues that were directly or indirectly impacting student success, operational expenditures and future readiness of the spaces, and developed an effective strategy to minimize these issues. The second part included a performance-based evaluation of the current standards against the district's benchmarks, and developing recommendations for program revisions. Additionally, faculty and staff were invited to participate in task chair evaluations on site, resulting in multiple options for each seating requirement from which each office and workstation user may choose, as funding allows.

Working with Dovetail, the committee created the following performance expectations for the districtwide furniture standards:

- Flexibility – All products must lend themselves readily to change over the span of the product life; all products must offer capability to foster collaboration with others in academic applications, without compromising safety, accessibility, or comfort.
- Function - All worksurface products must allow user adjustment to increase functionality; all storage must be fully reconfigurable by the district to adapt to changing needs; all products must be adaptable to changing technologies, and the human interaction with it; all products must easily accommodate all user sizes and demographics.

- Cost of Ownership - All products must be designed to perform in a demanding institutional environment for a minimum of 15 years; all products, including parts, must be available for future purchase by the college for a minimum of 15 years after initial purchase; all products must be easily cleaned and maintained by untrained personnel; all products must retain a professional appearance for a minimum of 30 years in a demanding institutional environment; services and accountability by the manufacturer and dealer must include all attributes of making product fully operational in each space.

It was identified that the district would use KI and AllSteel, as these two furniture vendors are currently in use in districtwide inventory. It was further identified that the district would continue working with its current service provider, Parron Hall, to procure and install furniture, as they would be able to provide KI and AllSteel at discounted pricing available thru cooperative agreements identified below. The attached Dovetail Furniture Standards Program Report details the furniture application matrix for both KI and AllSteel.

STATUS

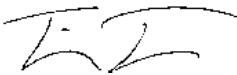
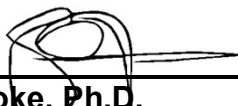
California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The purchasing department along with Dovetail have identified the use of the following cooperative agreements:

- KI agreement with the Foundation for the California Community Colleges (Contract #CB-145-18)
- Allsteel agreement with Omnia Partners Public Sector (Contract #R191802). The Purchasing Department negotiated a deeper discount for an average of 66 percent versus the average discount using Omnia of 57 percent for a typical large bond project. Since this is an additional negotiated discount, the Purchasing Department requests the board to approve entering into a separate three-year agreement with two one-year renewals with Parron Hall to obtain the additional negotiated discounts with AllSteel.

The furniture standards are intended to be utilized across the bond program as well as for day-to-day purchases. This will allow the district to fully leverage the buying power of the contracts and reduce future expenses.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the approved furniture standards to be utilized across bond projects as well as for day-to-day purchase, by utilizing the KI and AllSteel cooperative agreements listed above, working with Parron Hall as its service provider for these products, and the execution of the agreement with Parron Hall for the additional discounts with AllSteel.

Subject: Approve Purchase of Dell Computer Replacements	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district conducts its annual computer replacement equipment refresh to meet the needs of the institution. The computing equipment is used in the classrooms and for operations, including for faculty and staff. This provides up-to-date hardware to keep up with the demands of applications, software, and processing power in support of student success. The district has standardized on Dell systems.


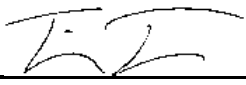
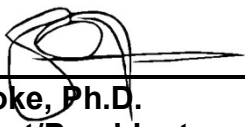
STATUS

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. As a result, board agenda item no. VII.K was approved at the July 15, 2021, meeting, which authorized the use of the Foundation for California Community Colleges (FCCC) agreement #00004206 with Dell Marketing for the purchase of supplies, technology, software, equipment another other miscellaneous material, at the lowest cost and best overall value for district technology purchases.

The Academic Information Systems (AIS) department has earmarked funds from the information technology computer replacement budget to conduct the yearly refresh. Dell computing expenditures will not exceed \$995,000 for the fiscal year 2022/23.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the Dell procurements as needed throughout the fiscal year 2022/23 in an amount not to exceed \$995,000.

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification List
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. calendar year 2022 = \$99,100), 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
June 28, 2022 – July 25, 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 (CUPCAA) per PCC §220000 et seq.

CUPCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
22002047_PO	Johnson Flooring Inc	Gym Floor repair and refinish (Fac)	\$34,000.00
22002245_PO	ACCO Engineered Systems	Gym AHU-02 detach and reset for roofing repairs (Fac)	\$16,315.00
22002474_PO	A.Preman Roofing, Inc.	GYM Roof Repair (Fac)	\$38,000.00
22002666_PO	Pyro- Comm Systems , Inc	San Elijo Campus Fire alarm Fiber cleanup (Fac)	\$29,301.00

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
22001981_PO	Wilcon Operations LLC	Telephone (AIS)	\$55,000.00
22002039_PO	Kevin J Fleming	Contract Services (Career Ed)	\$50,000.00
22002045_PO	Foundation for California Community Colleges	Software Maintenance (AIS)	\$38,022.24
22002072_PO	Community College League of California	Software Maintenance (AIS)	\$29,498.24
22002083_PO	Accrediting Commission for Community and Junior Colleges	Membership (RPIE)	\$30,105.00
22002131_PO	VWR International LLC	Blanket PO (Bio)	\$26,791.88
22002135_PO	ePlus Technology, inc.	Software Maintenance (AIS)	\$94,359.84
22002137_PO	CollegeNET Inc	Software Maintenance (AIS)	\$32,745.76
22002138_PO	Eide Bailly LLP	Audit Service (Bus Serv)	\$65,000.00
22002143_PO	ImageSource	Software Maintenance (AIS)	\$25,507.47
22002145_PO	CliftonLarsonAllen LLP	Audit Services (Pres)	\$50,000.00
22002223_PO	Alliant Insurance Services, Inc.	Insurance (Risk)	\$60,320.00
22002234_PO	salesforce.com, Inc.	Software Maintenance (AIS)	\$32,700.00
22002235_PO	PeopleAdmin Inc	Software Maintenance (AIS)	\$41,664.96
22002246_PO	Mod Research Consulting LLC	Contract Services (Career Ed)	\$50,000.00
22002256_PO	Class Leasing LLC	Relocation (Fac)	\$36,600.00
22002257_PO	Liebert Cassidy Whitmore	Legal Services (Bus Admin)	\$60,000.00
22002270_PO	United States Postal Service	Postage (Pur)	\$90,000.00
22002276_PO	Pitney Bowes Inc	Postage (Pur)	\$43,099.00
22002277_PO	Vertiv	Maintenance Agreement (Fac)	\$39,181.50
22002280_PO	Greyheller LLC	Software Maintenance (AIS)	\$38,703.00
22002281_PO	Kaiser Foundation Health Plan Inc	Insurance (HR)	\$37,528.44
22002291_PO	Climatec LLC	Maintenance Agreement (Fac)	\$62,000.00
22002297_PO	Elsevier Inc.	Software Maintenance (Bio)	\$29,196.96
22002301_PO	Intesa Communications Group LLC	Contract Services (Career Ed)	\$50,000.00
22002314_PO	EBSCO Industries	Library E-Resources (Lib)	\$25,000.00

22002343_PO	Sherman SM Wong	Legal Services (Admin Serv)	\$50,000.00
22002347_PO	Eide Bailly LLP	Audit Services (Admin Serv)	\$48,700.00
22002427_PO	Motimatic PBC	Advertising (PIO)	\$32,475.00
22002428_PO	Alliant Insurance Services, Inc.	Insurance (Risk)	\$47,082.00
22002439_PO	Nick Schrock	Contract Services (Career Ed)	\$40,000.00
22002465_PO	United States Postal Service	Postage (Pur)	\$30,000.00
22002471_PO	SC Commercial, LLC	Blanket (Fac)	\$85,000.00
22002506_PO	MJK Architecture	Building Arch (Fac)	\$25,500.00
22002564_PO	Cambridge West Partnership LLC	Contract Services (Admin Svcs)	\$30,250.00
22002615_PO	American Fidelity Administrative Service	Contract Services (HR)	\$27,000.00
22002662_PO	InterVision Systems LLC	Software Maintenance (AIS)	\$33,000.00
22002706_PO	Carolyn Huntley, PhD	Contract Services (Health Serv)	\$35,000.00
22002715_PO	Blackhawk Network Inc.	Student Financial Aid Non-Cash (EOPS)	\$25,023.00
22002727_PO	Trace3	Software Maintenance (AIS)	\$84,172.57
22002733_PO	Cambridge West Partnership LLC	Contract Services (AIS)	\$26,600.00
22002744_PO	City of Carlsbad	Facility Rental (TCI)	\$67,881.00
22002785_PO	Dell Marketing L P	Equipment (Workforce Dev)	\$92,637.78

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
22001969_PO	Ace Uniforms	Blanket PO (Pol)	\$14,072.50
22002007_PO	EBSCO Industries	Library E-Resources (Lib)	\$12,000.00
22002008_PO	CENGAGE Learning Inc / Gale	Library E-Resources (Lib)	\$15,000.00
22002020_PO	MGI Advocacy Inc.	Contract Services (Admin Serv)	\$12,000.00
22002021_PO	South Orange County Community College District	Contract Services (Admin Serv)	\$11,250.00
22002024_PO	Costco Wholesale	Blanket PO (CARES)	\$13,541.25
22002025_PO	Midwest Library Service	Library Books (Lib)	\$10,825.00
22002035_PO	County of San Diego RCS	Contract Services (Pol)	\$10,260.00
22002036_PO	Costco Wholesale	Blanket PO (Child Dev Ctr)	\$10,165.00
22002040_PO	Foundation for California Community Colleges	Contract Services (Career Ed)	\$15,850.00
22002041_PO	Costco Wholesale	Blanket PO (CARES)	\$14,541.25
22002053_PO	Foundation for California Community Colleges	Contract Services (Admin Serv)	\$10,000.00
22002061_PO	JoVE	Library E-Resources (Lib)	\$23,175.00
22002107_PO	eCaptions	Contract Services (DSPS)	\$11,500.00
22002108_PO	Deaf Community Services of San Diego Inc	Contract Services (DSPS)	\$10,000.00
22002115_PO	IBM Corporation	Software Maintenance (AIS)	\$21,299.38
22002116_PO	Linda D. Gregory, PhD, MSN, RN	Contract Services (Career Ed)	\$10,200.00
22002117_PO	Alicia Swartz, PhD, MSN, PNP	Contract Services (Career Ed)	\$10,200.00
22002124_PO	State of California	Contract Services (HR)	\$10,000.00
22002129_PO	Home Depot	Blanket PO (Theat)	\$10,825.00
22002130_PO	Kevin Duffy-Deno	Contract Services (Career Ed)	\$10,500.00
22002132_PO	Blackhawk Network Inc.	Blanket PO (CARE)	\$11,200.00
22002136_PO	Watermark Insights, LLC	Software Maintenance (AIS)	\$22,327.10
22002157_PO	Home Depot	Blanket PO (Fac)	\$15,155.00
22002168_PO	Uber Technologies, Inc.	Blanket PO (CARES)	\$22,500.00
22002193_PO	PlanetBids Inc	Software Maintenance (Bus Serv)	\$24,351.77
22002194_PO	Cox Communications Inc	Software Maintenance (AIS)	\$15,000.00
22002215_PO	Southwest Offset Printing	Printing (Workforce Dev)	\$20,210.54
22002254_PO	NSWC Mechanical Service LLC	Maintenance Agreement (Fac)	\$16,872.00

22002255_PO	HCI Systems Inc	Maintenance Agreement (Fac)	\$14,438.00
22002289_PO	Air Exhaust Company Inc	Maintenance Agreement (Fac)	\$11,932.00
22002302_PO	Hexis Ventures Inc.	Contract Services (Career Ed)	\$10,000.00
22002303_PO	Automated Regional Justice	Contract Services (Pol)	\$10,114.00
22002309_PO	Chem Pro Laboratory Inc	Maintenance Agreement (Fac)	\$19,620.00
22002310_PO	Global Power Group Inc	Maintenance Agreement (Fac)	\$21,066.00
22002311_PO	Tao Rossini, A Professional Corporation	Legal Services (Admin Serv)	\$10,000.00
22002313_PO	Get Inclusive Inc	Contract Services (HR)	\$14,450.00
22002339_PO	Advantage Mailing Inc	Printing (PIO)	\$11,730.54
22002346_PO	Media Highway/PyraMED Health Systems	Services (Health Serv)	\$12,049.07
22002383_PO	VWR International LLC	Roll from FY 22	\$14,328.97
22002402_PO	Nicole Miller & Associates, Inc	Contract Services (HR)	\$20,000.00
22002408_PO	Home Depot	Blanket PO (Fac)	\$10,825.00
22002411_PO	Agri-Service	Blanket PO (Fac)	\$10,825.00
22002418_PO	Simplot Partners	Blanket PO (Fac)	\$10,825.00
22002440_PO	OCLC Inc	Library E-Resources (Lib)	\$15,668.00
22002449_PO	EBSCO Industries	Library E-Resources (Lib)	\$13,000.00
22002455_PO	Safety Kleen Corp	Blanket PO (Fac)	\$13,000.00
22002475_PO	American Battery Supply	Blanket PO (Fac)	\$16,237.50
22002482_PO	Cart Mart Inc	Supplies and Services (Fac)	\$11,325.00
22002494_PO	Ken Grody Ford	Blanket PO (Fac)	\$10,412.50
22002507_PO	HCI Systems Inc	Services (Fac)	\$14,438.00
22002511_PO	Phoenix Group Information Systems	Services (Pol)	\$12,980.00
22002515_PO	Harry Red	Contract Services (Career Ed)	\$10,540.00
22002516_PO	Hai Hoang	Contract Services (Career Ed)	\$12,750.00
22002530_PO	Plant-Tek Inc	Maintenance Agreement (Fac)	\$11,000.00
22002534_PO	Kelly Spicers Inc	Blanket PO (Pur)	\$21,650.00
22002559_PO	ITHAKA HARBORS INC	Library E-Resources (Lib)	\$22,100.00
22002560_PO	Konica Minolta Business Solutions	Contract Services (Pur)	\$19,368.00
22002561_PO	Hardy Diagnostics	Blanket PO (Bio)	\$16,237.50
22002594_PO	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	\$12,350.00
22002595_PO	Sun Ridge Systems Inc	Maintenance Agreement (Fac)	\$13,444.00
22002598_PO	Clear Channel Traffic S D	Advertising (PIO)	\$15,479.75
22002611_PO	EMD Millipore Corporation	Supplies and Maintenance (Fac)	\$10,653.70
22002612_PO	Community College League of California	Membership (Pres)	\$21,854.00
22002620_PO	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	\$15,495.00
22002629_PO	CulinArt Group	Blanket (Stud Equ)	\$10,825.00
22002630_PO	Milano Trophy, LLC	Blanket PO (PIO)	\$12,990.00
22002649_PO	Airgas Inc	Blanket PO (Biotech)	\$10,825.00
22002663_PO	VWR International LLC	Blanket PO (Biotech)	\$15,155.00
22002674_PO	CulinArt Group	Blanket PO (Instruc Serv)	\$10,825.00
22002698_PO	Parron Hall Office Interiors	Furniture (Pur)	\$14,636.48
22002722_PO	Strata Information Group	Contract Services (Guided Path)	\$12,683.70
22002726_PO	Convergint Technologies	Maintenance Agreement (Fac)	\$18,570.00
22002731_PO	AO Reed & Co	Maintenance Agreement (Fac)	\$13,160.00
22002742_PO	CDW-G	Equipment (AIS)	\$11,134.20
22002753_PO	ZRG, LLC	Equipment (Workforce Dev)	\$15,912.75

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

22001975_PO	AT & T	Maintenance Agreement (Pol)	\$9,268.00
22001977_PO	Pacific Parking Systems Inc	Maintenance Agreement (Pol)	\$5,431.25
22001992_PO	San Diego County FBC	Insurance (HR)	\$9,158.42
22001994_PO	Berney Insurance Agency	Insurance (HR)	\$9,000.00
22002012_PO	Smart & Final	Blanket PO (CARES)	\$6,623.75
22002017_PO	Dell Marketing L P	Blanket PO (AIS)	\$6,495.00
22002027_PO	Midwest Tape	Blanket PO (Lib)	\$5,000.00
22002058_PO	McDannald Pump Systems Inc	Service/Repair (Fac)	\$8,000.00
22002062_PO	KNN Public Finance LLC	Contract Services (Admin Svcs)	\$5,000.00
22002076_PO	Instructure Inc	Software Maintenance (AIS)	\$8,225.40
22002077_PO	Siteimprove Inc	Software Maintenance (AIS)	\$5,429.83
22002122_PO	Community College League of California	Contract Services (HR)	\$7,000.00
22002139_PO	San Diego County Office of Education	Membership (HR)	\$6,387.75
22002146_PO	CollegeSource Inc	Software Maintenance (Stud Supp)	\$8,731.63
22002148_PO	Ferguson US Holdings, Inc.	Blanket PO (Fac)	\$5,412.50
22002149_PO	Grainger	Blanket PO (Fac)	\$5,412.50
22002150_PO	Allied Refrigeration Inc	Blanket PO (Fac)	\$5,412.50
22002170_PO	Trina L Larson	Contract Services (Career Ed)	\$5,625.00
22002173_PO	David Meyer	Contract Services (Career Ed)	\$5,000.00
22002192_PO	GradLeaders Inc	Software Maintenance (Career Stud)	\$8,000.00
22002201_PO	Singlewire Software	Software Maintenance (AIS)	\$6,140.00
22002213_PO	Stefanie M Maio	Contract Services (Career Ed)	\$8,000.00
22002227_PO	County of San Diego Dept Environ Health	Services (Fac)	\$7,054.00
22002229_PO	Consolidated Electrical Distributors Inc	Blanket PO (Fac)	\$7,577.50
22002259_PO	AmeriGas	Blanket PO (Fac)	\$5,412.50
22002266_PO	Ewing Irrigation	Blanket PO (Fac)	\$7,577.50
22002284_PO	SitelogIQ Inc	Software Maintenance (Fac)	\$5,940.83
22002290_PO	Workday Inc	Software (Admin Serv)	\$6,819.75
22002306_PO	PayScale Inc	Contract Services (HR)	\$8,760.00
22002308_PO	CHC Refrigeration Inc	Services (Fac)	\$5,665.00
22002312_PO	Freeform Clay and Supply	Blanket PO (Art)	\$5,412.50
22002329_PO	Empowered Students, LLC	Online Training (Guided Pathway)	\$6,160.67
22002330_PO	FormAssembly, Inc.	Software Maintenance (Guided Path)	\$8,800.00
22002332_PO	Home Depot	Blanket PO (Art)	\$6,495.00
22002348_PO	Andrew Rauch APC	Legal Services (Admin Serv)	\$5,000.00
22002405_PO	Grangetto's Farm & Garden Supply	Blanket PO (Fac)	\$5,412.50
22002438_PO	Facebook Inc	Blanket PO (PIO)	\$6,495.00
22002445_PO	McKesson Medical-Surgical Government	Blanket PO (Health Serv)	\$5,412.50
22002468_PO	Carolina Biological Supply Co	Blanket PO (Bio)	\$6,495.00
22002479_PO	Batteries Plus	Blanket PO (Fac)	\$9,742.50
22002486_PO	Turf Star Inc	Blanket PO (Fac)	\$5,412.50
22002493_PO	Lawnmowers Plus Inc	Supplies & Services (Fac)	\$7,827.50
22002503_PO	Valsoft Corp	Software Maintenance (STEM)	\$7,075.00
22002513_PO	United States Postal Service	Postage (Pur)	\$6,200.00
22002521_PO	Boot World	Blanket PO (Fac)	\$7,577.50
22002533_PO	Diversified Business Solutions Inc	Maintenance Agreement (Pur)	\$5,498.10
22002535_PO	San Diego Taxpayers Educational Foundation	Membership (Pres)	\$5,000.00
22002537_PO	Association of Community College Trustees	Membership (Pres)	\$7,087.00
22002541_PO	COPYMAX Inc	Blanket PO (Pur)	\$8,660.00
22002545_PO	Foundation for California Community Colleges	Membership (Fac)	\$9,268.86
22002547_PO	Pete's Road Service	Blanket PO (Fac)	\$7,412.50
22002567_PO	Grainger	Equipment (AP)	\$9,599.95
22002573_PO	Oracle America Inc	Software Maintenance (AIS)	\$6,853.02

22002576_PO	Flinn Scientific Inc	Blanket PO (Chem)	\$5,412.50
22002580_PO	Sigma-Aldrich Inc	Blanket PO (Biotech)	\$5,412.50
22002587_PO	US Bank Card Services	Services (Fac)	\$5,000.00
22002588_PO	Stotz Equipment	Supplies and Services (Fac)	\$7,412.50
22002590_PO	Evoqua Water Technologies LLC	Maintenance Agreement (Fac)	\$9,805.66
22002591_PO	Elite Relocation Services	Moving / Relocation (TCI)	\$6,529.12
22002616_PO	Digital Pro Inc	Supplies (Admin Support)	\$6,988.62
22002617_PO	Andrew Rauch APC	Legal Services (Admin Serv)	\$5,000.00
22002651_PO	VWR International LLC	Blanket PO (Chem)	\$6,495.00
22002660_PO	AO Reed & Co	HVAC Preventative Maintenance Oceanside (Fac)	\$5,452.00
22002661_PO	Robeck Electrical Maintenance	Street and Parking lot lights Repairs (Fac)	\$6,000.00
22002665_PO	Graybar Electric	Equipment (AIS)	\$8,622.63
22002671_PO	CulinArt Group	Blanket PO (Bioman)	\$5,412.50
22002676_PO	CulinArt Group	Blanket PO (EOPS)	\$9,742.50
22002681_PO	Aztec Containers	Contract Services (Chem & Bio)	\$7,140.00
22002684_PO	COPYMAX Inc	Blanket PO (Adult Ed)	\$5,953.75
22002686_PO	Union Tribune Publishing Co	Blanket PO (Pur)	\$5,412.50
22002704_PO	Hudson Printing	Blanket PO (Workforce Dev)	\$7,400.00
22002705_PO	Reach Local Inc	Advertising (Adult Ed)	\$9,750.00
22002707_PO	Mira Mesa Driving School	Contract Services (Workforce Dev)	\$6,500.00
22002709_PO	Venus Designs Inc	Contract Services (Career Ed)	\$5,000.00
22002724_PO	Vaughn Irrigation Services Inc	Services and Supplies (Fac)	\$7,133.47
22002728_PO	American Institute of Graphic Arts, Inc.	Advertising (Career Ed)	\$5,000.00
22002737_PO	Cindy Mendez	Contract Services (EOPS)	\$5,500.00
22002767_PO	Hudson Printing	Blanket PO (Adult Ed)	\$5,412.50
22002787_PO	County of San Diego Auditor & Controller	Contract Services (Fiscal Serv)	\$8,900.00

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: \$3,704,032.05
Ratify MCC purchase orders 22001957 through 22002792

**Capital Improvement Program Contract and Purchase Order Ratification List
June 28, 2022 – July 25, 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
22002670_PO	Weiland and Associates, Inc.	04112 Landscape Services (SAN)	\$44,756.00

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
22002216_PO	Division of the State Architect	04216 Design Plan Check/Review/Permit Fees (OCN)	\$142,000.00

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include solicitation of at least three (3) competitive 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
22002208_PO	Fusco Engineering	04209 Engineering Services (OC)	\$10,000.00

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
22002252_PO	Pro Link Engineering Inc	04203 Fire Hydrant Flow Testing (OC)	\$3,464.00
22002748_PO	Konica Minolta Business Solutions	03722 Equipment (OC)	\$6,069.24

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
22001177_PO	Diegoview LLC	04201 Change Order 1 (OCN)	\$3,760.00

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.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
20000595_PO	Swinerton Builders	04203 Change Order 24 (OCN)	\$59,269.00
20000600_PO	C W Driver	04202 Change Order 6 (OCN)	\$50,896.00
21001231_PO	Align Builders Inc.	04102 Change Order 7 (SAN)	\$2,281.00
21001232_PO	Align Builders Inc.	04103 Change Order 6 (SAN)	\$126,721.26
21001232_PO	Align Builders Inc.	04103 Change Order 7 (SAN)	\$154,137.72
21001232_PO	Align Builders Inc.	04103 Change Order 8 (SAN)	\$14,426.21
22000289_PO	Rudolph and Sletten	04205 Change Order 1 (OCN)	\$11,386.00

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

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

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

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_PO	SMS Geotechnical Solutions Inc.	04115 Change Order 3 (SAN)	\$2,525.00

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 Period		

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

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 Period		




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

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

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

MM-19-014 – Special Inspection Task Change Orders			
PO #	Vendor	Description	Amount
20000597_PO	Construction Testing & Engineering Inc.	04101 Change Order (SAN)	\$(35,099.66)

Total Contract Expenditures: \$596,591.77			
Ratify purchase orders —22002208, 22002216, 22002252, 22002670, 22002748			
Ratify purchase orders (Task Orders) — N/A			
Ratify purchase orders (Contracts) — 22002670			

Subject: Accept Resignation of MiraCosta Community College District Independent Citizens' Bond Oversight Committee Student Representative	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent Action 
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND




The student representative for the Independent Citizens' Bond Oversight Committee (ICBOC), Austin Quandt, has resigned from the committee, effective July 28, 2022. Austin Quandt has served on the ICBOC since June 2021.

STATUS

In order to recruit for a new ICBOC student representative, the resignation of the student representative, Austin Quandt, needs to be accepted by the board.

RECOMMENDATION

Accept resignation of MiraCosta Community College District Independent Citizens' Bond Oversight Committee student representative, as stated above.

<p>Subject:</p> <p>Adopt Resolution No. 1-22/23: Authorizing the Issuance of MiraCosta Community College District (San Diego County, California) Election of 2016 General Obligation Bonds, Series C, and Actions Related Thereto</p>	<p>Attachment:</p> <ol style="list-style-type: none"> 1. Resolution No. 1-22/23 2. Purchase Contract 3. Preliminary Official Statement
<p>Category:</p> <p>Action Items</p>	<p>Type of Board Consideration:</p> <p>Information Consent Action </p>
<p>Recommended:</p>  <hr/> <p>Tim Flood Assistant Superintendent/Vice President, Administrative Services</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

An election was held in the MiraCosta Community College District on November 8, 2016, for the issuance and sale of general obligation bonds (“Bonds”) of the district for various purposes in the maximum amount of \$455,000,000 (“Measure MM”). The district has previously issued two series of bonds under Measure MM. The district now desires to issue the third and final series of Bonds under the Measure MM authorization in an amount not-to-exceed \$100,000,000 (the “Bonds”). The Bonds are being authorized for sale for the purpose of providing funds to finance projects approved by Measure MM and to pay the costs of issuing the Bonds.

STATUS

(a) Bond Resolution. This resolution authorizes the issuance of the Bonds, specifies the basic terms, parameters and form of the Bonds, and approves the forms of the Purchase Contract and the Preliminary Official Statement described below. In particular, Section 1 of the resolution establishes the maximum aggregate principal amount of the Bonds to be issued (\$100,000,000). Section 4 of the resolution states the maximum underwriters’ discount (0.40 percent) with respect to the Bonds, the maximum legal interest rate on the Bonds, and authorizes the Bonds to be sold at a negotiated sale to Piper Sandler & Co. and Morgan Stanley & Co. (collectively, the “Underwriters”). The resolution authorizes the issuance of current interest bonds only; capital appreciation bonds are not authorized.

(b) Purchase Contract. Pursuant to the Purchase Contract, the Underwriters will agree to buy the Bonds from the district. All of the conditions of closing the transaction are set forth in this document, including the documentation to be provided at the closing by various parties. Upon the

pricing of the Bonds, the final execution copy of the Purchase Contract will be prepared following this form.


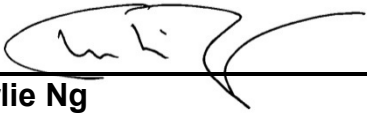
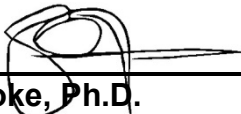
(c) Form of Preliminary Official Statement. The Preliminary Official Statement (the "POS") is the offering document describing the Bonds which may be distributed to prospective purchasers of the Bonds. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Bonds, (ii) the terms of the Bonds (interest rate, redemption terms, etc.), (iii) the bond insurance policy for the Bonds, if any, (iv) the security for repayment of the Bonds (the ad valorem property tax levy), (v) information with respect to the district's tax base (upon which such ad valorem property taxes may be levied), (vi) district financial and operating data, (vii) continuing disclosure with respect to the Bonds and the district, and (viii) absence of material litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Bonds. Following the pricing of the Bonds, a final Official Statement for the Bonds will be prepared, substantially in the form of the POS.

(d) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate is found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds are obligated to procure from any public agency issuing debt a covenant that such public agency will annually file "material financial information and operating data" with respect to such public agency through the web-based Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board (a federal agency that regulates "broker-dealers," including investment bank firms that underwrite municipal obligations). This requirement is expected to be satisfied by the filing of the district's audited financial statements and other operating information about the district, in the same manner the district has filed in connection with prior bond issuances. The purpose of the law is to provide investors in the Bonds with current information regarding the district.

There is no fiscal impact to the General Fund resulting from the issuance of the Bonds.

RECOMMENDATION

Adopt Resolution No. 1-22/23, Authorizing the Issuance of MiraCosta Community College District (San Diego County, California) Election of 2016 General Obligation Bonds, Series C, and Actions Related Thereto.

Subject: Approve or Deny Request for Unpaid Leave of Absence Under Administrative Procedure 7340	Attachment: None
Category: Action Item	Type of Board Consideration: Information Consent  Action
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



In accordance with Administrative Procedure 7340, requests for leaves of absence without pay for more than thirty (30) days shall be sent to the board for approval.

STATUS

Employee 02057689, in accordance with Administrative Procedure 7340, requests an unpaid leave of absence, effective August 22, 2022–December 31, 2022. The department does not support the leave request through December 31, 2022.

RECOMMENDATION

Deny request for unpaid leave of absence under AP 7340, as stated above.

Subject: Adopt Resolution No. 2-22/23 in Observance of History and Heritage Months	Attachment: Resolution No. 2-22/23
Category: Action Items	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

History and heritage months are designated periods within the year to celebrate and acknowledge the histories and contributions of historically marginalized and oppressed identities and groups. These recognitions provide an opportunity for members of the college and surrounding community to learn about the history, traditions, people, and experiences of those who have overcome oppression to create opportunities for all.

STATUS

Honoring the history and heritage of the MiraCosta Community College District’s diverse community advances the district’s institutional mission, vision, values, goals, and commitment to a racially just campus.

RECOMMENDATION

Adopt Resolution No. 2-22/23 in observance of History and Heritage Months.

MIRACOSTA COLLEGE COMMUNITY DISTRICT

**RESOLUTION NO. 2-22/23
IN OBSERVANCE OF HISTORY AND HERITAGE MONTHS**

WHEREAS, the MiraCosta Community College District Board of Trustees recognizes history and heritage months as designated periods within the year to celebrate and acknowledge the histories and contributions of historically marginalized and oppressed identities and groups.

WHEREAS, these recognitions provide an opportunity for members of the college and surrounding community to learn about the history, traditions, people, and experiences of those who have overcome oppression to create opportunities for all.

WHEREAS, honoring the history and heritage of the MiraCosta Community College District's diverse community advances the district's institutional mission, vision, values, goals, and commitment to a racially just campus.

WHEREAS, the MiraCosta Community College District continues to improve the campus environment for all students, classified professionals, faculty, administrators, and our surrounding community by developing and supporting inclusive understandings of the Latinx and Chicanx communities, Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual (LGBTQIA+) communities, Pilipinx American communities, communities with disabilities, Native American and Indigenous communities, Black and African American communities, Asian and Pacific Islander communities, Women and femme communities, Arab, Middle Eastern, Muslim, and South Asian + (AMEMSA+) communities, and communities with autism, and;

WHEREAS, the MiraCosta Community College District is committed to affirming and advancing visibility and advocacy by amplifying the voices, experiences, and needs of those who have historically been minoritized and oppressed, not just in a specific month, but throughout the year;

WHEREAS, the district maintains a website detailing the unique histories of each celebration and a calendar of events and allocates both funding and staffing resources towards meaningful campus-wide programming throughout the year.

THEREFORE, BE IT RESOLVED that the MiraCosta Community College Board of Trustees do hereby adopt this resolution to recognize and honor history and heritage months.


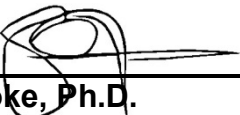
DATED, SIGNED, AND ADOPTED this 18th day of August 2022.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Anna Pedroza
President, Board of Trustees

Attest:

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

Subject: Board Policy 2320 – Special and Emergency Meetings	Attachment: Board Policy 2320 – Special and Emergency Meetings
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 2320 – Special and Emergency Meetings has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 2320 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 2320 – Special and Emergency Meetings.

Special meetings may from time to time be called by the president of the Board of Trustees or by a majority of the members of the board. Notice of such meetings shall be posted at least twenty-four hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the president of the board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The superintendent/president shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure 2320.


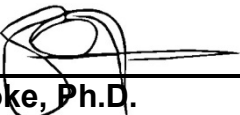
Effective Date: 7/7/09
Periodic Review: 11/18/15, xx/xx/xx
References: Government Code §§54956, 54956.5, 54957
Education Code §72129
CCLC Update: -
Steering: S/P / N/A

Whenever a special meeting of the Board of Trustees is called, the superintendent/ president shall cause the call and notice to be posted at least twenty-four hours prior to the meeting in a location freely accessible to the public. The superintendent/president shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- A. Written notice to each member of the Board of Trustees, including any student trustee(s). Media outlets and each radio or television station that has previously requested in writing will be provided notice of special meetings. The written notice must be received at least twenty-four hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the board in writing either prior to or at the time of the meeting.

- B. Whenever an emergency meeting of the Board of Trustees is called, the superintendent/president shall cause notice to be provided by telephone at least one hour prior to the meeting to local media outlets and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the superintendent/president shall provide media outlets, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Effective Date:	7/7/09, 11/10/15
Periodic Review:	11/10/15, 8/26/21
References:	Government Code §§54956, 54956.5 Education Code §§72023.5, 72129
CCLC Update:	–
Steering:	S/P / N/A

Subject: Board Policy 2431 – Superintendent/President Selection	Attachment: Board Policy 2431 – Superintendent/President Selection
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

A periodic review of Board Policy 2431 – Superintendent/President Selection 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 2431.

RECOMMENDATION

Adopt Board Policy Board Policy 2431 – Superintendent/President Selection.

Recognizing the board’s primary employee is the superintendent/president, the board takes an active role in the formulation of the process for selecting the superintendent/ president.


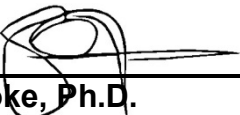
An ad hoc committee of the board establishes parameters for the search, such as the use of a search firm, criteria to be used for screening, and an appropriate job announcement. The recommendation of the ad hoc committee will be presented to the entire board for action.

The process shall be fair and open and comply with relevant regulations. The process values board leadership in the hiring process, as well as input from all college constituent groups (per Board Policy/Administrative Procedure 2510–Collegial Governance and Participation in Local Decision Making) and community input.

The board as a whole takes the primary role in interviewing finalists, conducting reference checks and making the final selection.

MiraCosta Community College District

Adoption History:	4/7/09, 12/9/15, xx/xx/xx
Reference Update:	11/14
References:	Accrediting Commission for Community and Junior Colleges Accreditation Standards IV.B, IV.C.3 Title 5, §§53000 et seq.
CCLC Update:	–
Steering:	S/P / N/A

Subject: Board Policy 2432 – Superintendent/President Succession	Attachment: Board Policy 2432 – Superintendent/President Succession
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

A periodic review of Board Policy 2432 – Superintendent/President Succession 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 2432.


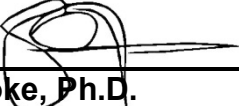
RECOMMENDATION

Adopt Board Policy Board Policy 2432 – Superintendent/President Succession.

Should the superintendent/president be unable to perform the duties of the position, the duties and responsibilities delegated in Board Policy 2430, Delegation of Authority, shall be delegated to ~~the~~ **assistant superintendent**/vice president **with the most years of service** who is available and able to assume the duties until either the superintendent/president is able to be fully functional or the Board of Trustees takes a formal action concerning the delegation.

MiraCosta Community College District

Adoption History:	4/21/09, xx/xx/xx
Periodic Review:	11/18/15
References:	Education Code §§70902 (d); 72400 Title 5 §53021 (b)
CCLC Update:	-
Steering:	S/P / N/A

Subject: Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals	Attachment: Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

A periodic review of Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 2610 is provided for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals.

The superintendent/president is directed to enact administrative procedures that assure compliance with the requirements of Government Code section 3547 regarding the presentation to the board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the district itself presents an initial proposal for consideration in accordance with the following schedule:

- A. The initial proposal shall be presented to the district at a public board meeting as a properly noticed agenda item.
- B. The board shall allow a reasonable time not less than fourteen days in length for the public to become familiar with the initial proposal.
- C. At a meeting held not less than fourteen days after presentation of the initial proposal, the board shall provide the public with an opportunity to comment on the proposal. The board may then, at the same meeting or any subsequent meeting, adopt its initial proposal.
- D. Bargaining shall not commence until the board's initial proposal has been adopted at a public meeting.



See Administrative Procedure 2610.

Whenever an initial collective bargaining proposal is received from an exclusive representative of district employees, or whenever the district’s own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- A. The exclusive representative or the district must present the initial collective bargaining proposal orally or in writing to the board at a public meeting.
- B. The public shall have an opportunity to respond to the exclusive representative’s or district’s initial proposal at a subsequent public board meeting. The opportunity for public response shall appear on the board’s regular agenda. Public response shall be taken in accordance with the board’s policies regarding speakers.
- C. After the public has an opportunity to respond to an initial proposal presented by the district, the board shall, at the same meeting or a subsequent meeting, adopt the district’s initial proposal. The adoption shall be indicated as a separate action item on the board agenda. There shall be no amendment of the district’s initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.

If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed:

- A. All new subjects of meeting and negotiating, whether proposed by the exclusive representative or the district, shall be posted by the district in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- B. When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the district, the public notice procedure outlined in this procedure shall be followed.
- C. When the district and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
 - 1. The amendment shall appear on the agenda as a notice item for action at a subsequent board meeting.
 - 2. The public shall have an opportunity to respond to the amendment at a subsequent board meeting. The public response shall be indicated on the agenda.

Subject: Board Policy 2716 – Political Activity	Attachment: Board Policy 2716 – Political Activity
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 2716 – Political Activity 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 2716.


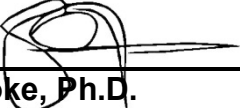
RECOMMENDATION

Adopt Board Policy Board Policy 2716 – Political Activity.

Members of the Board of Trustees shall not use district funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding district bond measures.

Adoption History: 7/21/09
Periodic Review: 11/18/15, xx/xx/xx
References: Education Code §§7054, 7054.1, 7056
Government Code §8314
CCLC Update: #22, 6/13; #21, 9/12
Steering: S/P / N/A

Subject: Board Policy 2730 – Board Member Benefits	Attachment: Board Policy 2730 – Board Member Benefits
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

A periodic review of Board Policy 2730 – Board Member Benefits has been approved by College Council, and the policy is now presented for adoption by the board of trustees.


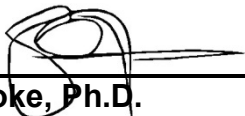
There is not an Administrative Procedure 2730.

RECOMMENDATION

Adopt Board Policy Board Policy 2730 – Board Member Benefits.

Members of the Board of Trustees, not including the student member, shall receive the same district health and welfare benefits provided to all eligible employees of the district, with the exception of long-term disability coverage. The continuation of benefits is available for former board members as allowed by COBRA (Consolidated Omnibus Budget Regulation Act) regulations.

Adoption History: 8/18/09
Periodic Review: 11/18/15, xx/xx/xx
References: Government Code §53201, 53208.5
CCLC Update: #20, 3/12
Steering: S/P / N/A

Subject: Board Policy 3330 – Public Records	Attachment: Board Policy 3330 – Public Records
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 3330 – Public Records has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3330 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 3330 – Public Records.

The superintendent/president shall establish procedures for records management that comply with the requirements of the California Public Records Act, including access by the public.

See Administrative Procedure 3300.

Adoption History: 9/15/09
Periodic Review: 5/12/15, xx/xx/xx
References: Government Code §§6250, et seq.
CCLC Update: --
Steering: S/P / N/A

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Public Information Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Director of Public & Governmental Relations, Marketing and Communications may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff the time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes the information technology and physical location in which the records exist, practical suggestions for overcoming denial of access to the records or information, and the estimated date and time when the records will be made available.

Within ten (10) days, the Director of Public & Governmental Relations, Marketing and Communications or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

If the information requested is available in an electronic format and the requestor desires it in that format, the file(s) can be e-mailed free of charge.

If the information requested is not available in an electronic format or the requestor desires that the information be in a format other than e-mail, the following fees will be charged:


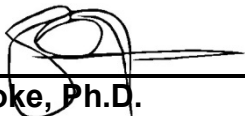
- A. There is no charge for copies totaling fewer than ten pages. For ten or more pages, the copy fee is thirty cents per page for all pages, including the first nine pages.
- B. Copied audio tapes are \$8 each.

- C. Copied microfiche are \$10 each.
- D. The transfer of gathered electronic records onto CD typically costs \$10 each.

Note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although many will never apply to a community college district. (See Government Code §§6254 et seq. and 6275 et seq.)

The most common exemptions for community colleges include:

- A. Student records (Education Code §76243).
- B. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code §6254(a))
- C. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code §6254(b))
- D. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code §6254(c))
- E. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code §§99150 et seq.). (Government Code §6254(g).)
- F. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code §6254(h)).
- G. Internet posting of home address or telephone numbers of local elected officials. (Government Code §6254.21)
- H. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code §6254.3)
- I. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund, limited partnership, limited liability company, or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.

Subject: Board Policy 4110 – Honorary Degrees	Attachment: Board Policy 4110 – Honorary Degrees
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 4110 – Honorary Degrees has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4110 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 4110 – Honorary Degrees.


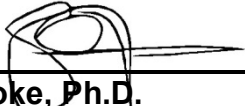
Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The superintendent/president shall establish procedures and criteria for the awarding of honorary degrees.

Adoption History: 5/18/10
Periodic Review: 12/9/15, xx/xx/xx
References: Education Code §72122
CCLC Update: --
Steering: S/P / N/A

In rare and unusual circumstances, honorary Associate of Arts degrees may be awarded by the MiraCosta Community College District upon recommendation of the superintendent/president in consultation with the Academic Senate, approval of the Board of Trustees, and as required by statute.

Effective Date: 5/18/10
Periodic Review: 11/10/15, 7/21/22
References: Education Code §72122
CCLC Update: --
Steering: S/P / N/A

Subject: Board Policy 3261 – Energy Conservation	Attachment: Board Policy 3261 – Energy Conservation
Category: Board Policies – Second Reading	Type of Board Consideration:  Information Consent Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Revisions to Board Policy 3261 – Energy Conservation 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 3261 is included for reference only.

RECOMMENDATION

For information only.

The Board of Trustees embraces energy conservation and believes it to be the district's responsibility to ensure every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The board recognizes the importance of adopting an energy conservation policy. The board also affirms the implementation of this policy will be the joint responsibility of the board, district administration, faculty, staff, students, and support personnel. Success is based on cooperation among all groups.

To ensure the overall success of the behavior-based energy conservation program, the following areas will be emphasized:

- A. A ~~designated campus/site administrator~~district facilities office will be accountable for energy conservation ~~on~~ ~~their campus/site~~, including conducting energy audits and providing timely feedback.
- B. All personnel at each campus/site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
- ~~C. The district will implement its energy conservation in accordance with Administrative Procedure 3261.~~
- ~~D.C.~~ Accurate records of energy consumption and cost will be maintained by the ~~designated campus/site administrator~~district facilities office to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, ~~each the district~~campus/site shall review and adhere to the preventive maintenance and monitoring plan ~~administered by the campus/site physical plant~~ for its facilities and systems, including heating, ventilation and air conditioning, building envelope, and moisture management.

The district is committed to, and responsible for, a safe and healthy learning environment and every person is encouraged to become an “energy saver.”

1. General

- 1.1. Classroom doors shall remain closed when HVAC is operating unless provided emergency direction from the Centers for Disease Control (CDC), California Department of Public Health (CDPH) in response to a public health crisis or pandemic. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways).
- 1.2. All exhaust fans should be turned off daily where applicable.
- 1.3. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment and computers that are required to run lighting, HVAC equipment, irrigation controllers, etc. are excluded.
- 1.4. All capable personal computers should be programmed for the “energy-saver” mode using the power-management feature. If network constraints restrict this, ensure the monitor “sleeps” after ten minutes of inactivity.

2. Cooling Season Thermostat Set Points: Occupied–74-78°F, Unoccupied–85°F

- 2.1. Occupied temperature settings shall not be set below 74°F.
- 2.2. During unoccupied times when the buildings are not in use, the air conditioning shall be off (data centers and computer labs are excluded).
- 2.3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction-room comfort when instruction begins.
- 2.4. Ensure outside air dampers are closed during unoccupied times where feasible.
- 2.5. Relative humidity levels shall not exceed 60 percent for any 24-hour period.

3. Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F

- 3.1. Occupied temperature settings shall not be above 72°F.
- 3.2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.

- 3.3. The unoccupied time shall begin when the students leave an area.
- 3.4. During the spring and fall when there is no threat of freezing, forced air heating systems should be switched off during unoccupied times. Hot-water heating systems should be switched off using the appropriate loop pumps where and if applicable.
- 3.5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service.
- 3.6. Ensure all domestic hot-water recirculating pumps are switched off during unoccupied times where and if applicable.
- 3.7. Ensure a 6°F dead-band between heating and cooling modes for heat pumps where and if applicable.


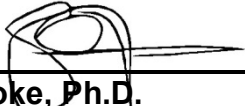
4. Lighting

- 4.1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
- 4.2. All outside lighting shall be off during daylight hours.
- 4.3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
- 4.4. All lights will be turned off when students and staff leave for the day as allowed by the lighting programs for each building. Custodial staff will turn on lights only in the areas in which they are working.
- 4.5. Refrain from turning lights on unless definitely needed. (Lights not only consume electricity but also give off heat, which places an additional load on the air conditioning equipment. This increases the use of electricity necessary to cool the room).

5. Water

- 5.1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- 5.2. Ground watering should only be done per the local water district requirements.
- 5.3. When spray irrigating, ensure the water does not directly hit the facility or run off to the storm drains.
- 5.4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The district encourages the adoption, observation, and implementation of these procedures as provided; however, these procedures are not intended to be all-inclusive and may be modified for local conditions.

Subject: Board Policy 3410 – Nondiscrimination	Attachment: Board Policy 3410 – Nondiscrimination
Category: Board Policies – First Reading	Type of Board Consideration:  Information Consent Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Revisions to Board Policy 3410 – Nondiscrimination have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 3410 is included for reference only.

RECOMMENDATION

For information only.

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

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

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

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

~~Also see AP 3410 Nondiscrimination, BP/AP 3420 Equal Employment Opportunity, BP/AP 3430 Prohibition of Harassment, BP/AP 3433 Prohibition of Sexual Harassment Under Title IX, AP 3434 Responding to Harassment Based on Sex Under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations, BP/AP 3450 Sexual and Other Assaults on Campus, and BP/AP 7100 Commitment to Diversity in Hiring. See Administrative Procedure 3410.~~

Adoption History: 4/7/09, 5/20/15, ~~xx/xx/xx~~
Reference Update: 11/14, 1/15, 2/17, 4/18
References: Education Code §§66250 et seq., 72010 et seq., 87100 et seq.
~~Title 5 §§53000 et seq., 59300 et seq.~~
Penal Code §422.55
Government Code §§12926.1, 12940 et seq.
Title 2 §§10500 et seq.
~~Title 5 §§53000 et seq., 59300 et seq.~~
Labor Code Section 1197.5
ACCJC Accreditation Eligibility Requirement 20
ACCJC Accreditation Standard Catalog Requirements
CCLC Update: #29, 10/16; #32, 4/18; #37, 10/20
Steering: S/P / N/A

Education Programs

The district shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, physical or mental disability, accent, citizenship status, ethnic group identification, economic status, or veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. The district shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students that differs on the basis of gender.

Insofar as practicable, the district shall offer opportunities for participation in athletics equally to male and female students.

Employment

The district shall provide equal employment opportunities to all applicants and employees regardless of race or ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, immigration status, or military and veteran status.

MiraCosta Community College District

Effective Date:	4/7/09, 7/21/22
Periodic Review:	3/19/16
Reference Update:	11/14
References:	Education Code §§200 et seq., 66250 et seq., 72010 et seq., 87100 et seq. Government Code §§11135, 12926.1, 12940 et seq. Labor Code § 1197.5 Penal Code §§422.55 et seq. Title 5, §§53000 et seq., 59300 et seq. Title 2 §§10500 et seq. Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Eligibility Requirement 20 ACCJC Standard Catalog Requirements
CCLC Update:	#29, 10/16; #32, 4/18; #37, 10/20
Steering:	S/P / N/A

The MiraCosta Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. The district is committed to a continuing good faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the district on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, physical or mental disability, accent, citizenship status, ethnic group identification, economic status, or veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment.

Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan (see Appendix I.D) will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria, as well as be responsive to the district's needs.

The district shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race or ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, immigration status, or military and veteran status.

Also see:

BP 3410 Nondiscrimination

BP/AP 3420 Equal Employment Opportunity

BP/AP 3430 Prohibition of Harassment

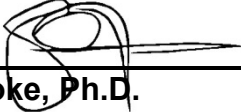
BP/AP 3433 Prohibition of Sexual Harassment Under Title IX

AP 3434 Responding to Harassment Based on Sex Under Title IX

AP 3435 Discrimination and Harassment Complaints and Investigations

BP/AP 3450 Sexual and Other Assaults on Campus

BP/AP 7100 Commitment to Diversity in Hiring

Subject: 2022/23 Board Goals	Attachment: None
Category: Information	Type of Board Consideration: <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> Action
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 2745 establishes that the Board of Trustees will undergo an annual self-evaluation.

STATUS

As part of its annual evaluation process during the May 12, 2022, board workshop, the board discussed goals for 2022/23, as listed below:

Student Success/Guided Pathways/Equity

Regularly monitor progress of Student Success in context of diversity, equity, and inclusion. Maximize the first-year success rate of students by a) reviewing disaggregated Guided Pathways metrics twice per year and b) providing the resources needed to improve first-year success.

Institutionalize Futures Planning

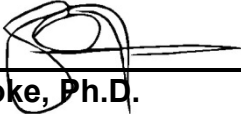
Build long-term planning capacity using a Futures lens. Identify Futures signals that will anticipate student and community needs while supporting an inclusive and collegial environment.

Proactively Reaching Out to Our Community

Enhance the district’s ability to proactively offer innovative programs and services that increase college participation and completion while supporting the future of working and learning through needs analysis, enhanced communication, community outreach, and flexible physical facilities.

RECOMMENDATION

For information only.

Subject: Futures Discussion	Attachment: None
Category: Information	Type of Board Consideration: <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> Action
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

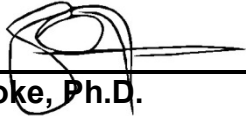
The Board of Trustees is committed to having a Futures mindset to optimize long-term planning and to ready the institution for future disrupters and planning.

STATUS

As a continuation of their Futures work, the board will discuss Futures signals they have observed from any aspect of industry, society, education, technology, or other sectors.

RECOMMENDATION

For information only.

Subject: Office of the President Report	Attachment: None
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
	Approved for Consideration:  <hr style="width: 100%;"/> Sunita V. Cooke, Ph.D. Superintendent/President

Office of Institutional Advancement (IA)

Events and Student Outreach

In collaboration with Facilities, Business Administration, and Kitchell, the Office of Advancement communicated and coordinated three groundbreaking events to celebrate the construction projects underway on the Oceanside Campus. ([Nursing and Allied Health](#), [Student Services](#), [New KHAN and Modernized Gym](#)).

Public Information continues to provide branded promotional items, on-campus event support, and community website advertising for many of the outreach events MiraCosta College offers including GEAR UP for College Graduation, LGBTQIA+ and UPRISE Open House, Filipino Cultural Celebration, Commencement and celebrations, Latinx Youth Conference, Black Alliance Block Party, and the Job and Internship Fair, amongst many others.

Upcoming Events

- Alumnight for Biomanufacturing: Friday, September 16, 6-8 p.m. on the Oceanside Campus (1 Barnard Drive).
- MiraCosta College’s Community Leaders Breakfast, which includes an update to the region. The event will be held at the Cape Rey hotel in Carlsbad on October 21.

Alumni Association

The Alumni Association has been busy ensuring a presence at all commencement celebrations. As a result of these efforts, the organization acquired five new charter members. Each charter membership donated \$500, which goes to funding the Alumni Association Scholarship. Additionally, the Alumni Association Scholarship is 75 percent funded and will soon allow the association to provide yearly scholarships to graduating Spartans.

Development and Foundation

Private fundraising for FY2021/22 topped \$1.6 million, including these notable gifts:

Name	Gift Amount	Gift Date	Fund Description
Sue Ellen Leroy	\$250,000.00	3/30/2022	The Leroy Charitable Foundation Music Program Fund
TIAA - D. Bessell Trust	\$119,485.77	2/15/2022	Annual
Rancho Santa Fe Foundation	\$75,000.00	6/8/2022	Student Success Scholarships - General Scholarship
Citi	\$70,000.00	12/9/2021	UMOJA - Citi Porch TalkGrant
Illumina	\$54,690.00	12/23/2021	Gift In Kind Campus Activity
Wilson Family	\$50,000.00	5/14/2022	Bob Wilson RAFFY Scholarships
The San Diego Foundation	\$50,000.00	6/24/2022	SDF Student Connectivity and Success Program

- In district grant success, thanks to the tremendous work from Dr. Mike Fino and team, MiraCosta College secured two statewide apprenticeship grants totaling almost \$1 million. As the only community college in the San Diego region awarded this cycle, the grants will fund 100 pre-apprenticeships for the Food Safety, Compliance, and Quality Career Pathways Initiative and 100 pre-apprenticeships for biological technicians. Congratulations team!
- MiraCosta College has the unique opportunity to send a team of educators and students to attend the *All African Diaspora Education Summit* at the University of Cape Coast in Ghana. Contributions totaling \$14,000 have been received to support all four students on this trip of a lifetime. Thank you to Trustees Merchat, Cassar, and Clendening for supporting this effort.

Public Information Office

Enrollment Marketing

During the last quarter, the Public Information Office has been steadfast to the communication of MiraCosta College's quality, affordable, supportive, and flexible courses and student support services. Tactics have included both brand awareness such as the train ad on the Coaster, bus ads, *Transforming Lives* publication, earned media, pole banners at the Carlsbad Outlet mall, and direct mail postcards to all households within the District. Additionally, targeted communications have occurred around Career Education and Continuing Education (noncredit).

Niche communications are also under way to include:

- [Welcome Boxes](#) sent to 1,300 folks who applied to MiraCosta (includes swag and invitation to three Welcome Fest events).
- Targeted websites (i.e., Dual Enrollment; Spanish landing page).
- Direct mail communication to parents of graduating high school seniors from a MiraCosta College feeder school. [Parent Welcome Mailer 2022](#).

- Digital marketing (Social media, Pay Per Click, Google Ad, YouTube) and recent implementation of a lead generation campaign on Meta (Facebook and Instagram) with great success. More than 260 leads were captured during the latter half of the spring 2022 semester.
- Direct communications via USPS, electronic, text messages, and digital tactics to provide a personalized experience, where assistance is provided to field questions and provide support.

Internal Communications

Internal communications are critical to ensuring students and staff are informed of the upcoming events, dates, and celebrations. The Public Information Office deploys and/or supports various communications tactics to our internal audiences, such as the *MiraCosta* electronic newsletter, signs/banners, and monthly webinars for employees. For example, new congratulatory pole banners (in five different languages) were designed and posted during the spring. Additionally, new [fall welcome banners](#) are currently being installed on the Oceanside, San Elijo, and Community Learning Center campuses (the design coincides with the theme of the Welcome Fests).

Media Relations

For the months of February, March, April, May, and June, MiraCosta had over 1,560 media mentions and 42 press releases. All found on the [MiraCosta College news page](#).

- Prominent Press Releases Include:
 - [7.15.22 Free Short-Term Classes Prepare Student for Jobs](#)
 - [6.24.22 Board member Raye Clendening](#)
 - [5.17.22 JKC Scholar 2022](#)
 - [5.6.22 DownBeat Awards](#)
 - [3.24.22 Kruglak On the Cusp](#)
 - [2.16.22 2022 Dr. Cooke Recognized with Shirley B. Gordon Award](#)

Publications Produced by the Public Information Office

- Spring 2022 [Transforming Lives](#)
- [2021 Annual Report](#)
- [2021 ICBOC Annual Report](#)
- [Graphic Wrap for CLC Media Vending Machine](#); [Graphic Wrap for OC Library Smart Locker](#)
- [FA22 Credit Schedule](#); [FA22 Credit Postcard](#)
- [SU22 Credit Schedule](#)

Videos Produced by the Public Information Office

- [Community Learning Center Virtual Tour](#)
- Student Services Video series to include:
 - [Admissions and Records](#)
 - [ASE Programs](#)
 - [CARE Program](#)
 - [Financial Aid Office](#)

Events and Student Outreach

- For the months of February, March, April, May, and June, MiraCosta had over 1,560 media

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

From the spring semester through the summer months, the RPIE team has completed many projects to support Strong Workforce and Career Education efforts: data collection for Advancing San Diego Preferred Partner Program in the Life Sciences (e.g., Biotechnology), data analyses for the Strong Workforce concierge service, data for the UCI STEM Transfer Pathway Conference, and Perkins V CLNA data updates, just to name a few. The team continues to support student retention and enrollment management efforts for both credit and noncredit programs, providing student contact lists, dashboard updates, and analyses to practitioners. In support of the Equal Employment Opportunity Plan, RPIE has developed an innovative dashboard using IPEDS data that allows the college to track the diversity of faculty recruitment pools by discipline against the national, state, and regional diversity of graduates in those same disciplines. The team prepared data for the board presentation on the outcomes for students who received CARES assistance. RPIE continues to provide regular data analyses for core competencies (and updates the core competencies dashboard) and is now creating a new dashboard to track course and program learning outcomes. Lastly, RPIE has been supporting data efforts for the new Student Equity Plan currently in development.