MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – NOVEMBER 18, 2021
ZOOM Webinar Access
Or Dial: +1 669 900 6833
Webinar ID: 978 0976 0278
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 October 21, 2021
B. Regular Meeting of October 21, 2021

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 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. Presentation of Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees
B. Student Success and Equity Metrics

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Classification of New Position
C. Approve MiraCosta Community College District Classified Employee Manual
D. Ratify Memorandum of Understanding 21-02 with the Classified Senate
E. Approve Increase to Hourly Pay Rates Effective January 1, 2022
F. Approve Stipend for Classified Administrators and Classified Confidential Administrators
G. Approve Curriculum for 2022-2023 Catalog, Part I
H. Ratify Purchase for Technology Equipment and Peripherals
I. Approve and Execute Notice of Completion - Bid #MM-19-112 SAN Student Services and Administration Building Project No. 04101
J. Ratify and Approve Contracts and Purchase Orders—September 30, 2021, through October 29, 2021
K. Approve Release Time for Classified Staff Recognition

IX. ACTION ITEMS

A. Public Hearing 4:30 p.m. – Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees
B. Establish Date and Time of Annual Organizational Board Meeting
C. Approve Not to Exceed Guaranteed Maximum Prices and Corresponding Change Orders to Design-Build Services Contracts for the Oceanside Health and Wellness Hub Projects: New Gymnasium Project and Allied Health Project

X. INFORMATIONAL ITEMS

A. First Quarter Fiscal Report
B. Annual Financial and Budget Report

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents

1. Instructional Services
2. Student Services
3. Administrative Services
4. Human Resources

F. Office of the President

G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING

4 p.m. – December 16, 2021
(Tentative)

Organizational Meeting
Zoom Webinar

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.

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

MIRACOSTA COLLEGE COMMUNITY DISTRICT

RESOLUTION NO. 4-21/22

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

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

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

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

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

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

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

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

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

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

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

    a. That there exists a proclaimed state of emergency;

    AND either:

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

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

OR

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

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

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

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

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

CERTIFICATION

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

By: _____

Secretary to the Board of Trustees
MiraCosta Community College District

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **October 21, 2021**
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, October 21, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:46 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:46 p.m., the board announced the need to enter closed session to discuss the following topic:

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

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

At 3:45 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.

VI. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

MINUTES APPROVAL:

Richard Cassar Board President	Sunita V. Cooke, Ph.D. Superintendent/President

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING **October 21, 2021**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, October 21, 2021, via Zoom webinar. President Rick Cassar called the meeting to order at 4:01 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

XIV. TELECONFERENCING OF MEETINGS (Action Required)

B. **Adopt Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361**

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

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

III. APPROVE MEETING MINUTES

A. Board Workshop of September 2, 2021
B. Regular Meeting of September 9, 2021

By motion of Trustee McNeil, seconded by Trustee Merchat, the minutes of the board workshop of September 2, 2021, and the regular meeting of September 9, 2021, were approved.

Vote: 7/0/0

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

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Update on the U.S. Census and Redistricting of Trustee Areas Pursuant to Education Code § 5019.5

Christopher Skinnell, partner at Nielsen Merksamer Parrinello Gross & Leoni, LLP, Attorneys at Law, provided the board with an update on the redistricting process and the demographics of the current trustee areas. The board was then asked to adopt criteria to guide the demographic consultants, National Demographics Corporation, in the preparation of draft maps to be considered by the board at future hearings per the timeline previously adopted. Communities of interest added were the Camp Pendleton Marine Base and the Barrio in Carlsbad. The board also discussed the option of looking at elementary schools in the study.

B. Online Education Update

Faculty Director of Online Education Dr. Jim Julius provided a report on distance education, which included an update on the transition to primarily online instruction. An overview was provided of faculty professional learning and the opportunities and challenges in the work ahead as MiraCosta College prepares for the next academic year. A number of new online and hybrid class formats and support services have developed as a result of the pandemic, and students are appreciating the flexibility and options available to complete their academic goals. The college will continue its work of expanding online education innovation and program offerings that support broad student needs and interest, as well explore low and zero cost courses and programs.

C. Student Conduct and Police Advisory Committee (SCPAC) Update

Vice President Tim Flood, committee facilitator, and committee member Abby Burd, mental health counselor, provided an overview of the committee's work in 2020/21. As students and staff transition back to campus, the committee will work on building community and continue their review of trends, statistics, policies and procedures, and providing recommendations to College Police regarding outreach and events. The newly hired Interim Police Chief Val Warner-Sadat was introduced, and Trustee Pedroza lauded the work of this committee.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Health-and-Welfare Benefits Program for the 2022 Benefit Year
C. Approve 2021/22 Legal Services
D. Approve Update to Titles and Job Descriptions for Superintendent/President and Vice Presidents
E. Approve Reorganization of the School of Career Education

F. Approve Classification of New Position
G. Ratify MOU 21-06, with the Faculty Assembly (Cultural Curriculum Collective)
H. Ratify MOU 21-07 with the Faculty Assembly (Core Competency Assessment)
I. Ratify MOU 21-08 with the Faculty Assembly (COVID-19)
J. Approve 2022/23 Academic Calendar and Revised 2021/22 Academic Calendar
K. Approval of Cooperative Agreement for Nursing and Allied Health Equipment Purchase
L. Approve and Execute Notice of Completion for Bid #MM-19-102 OC Track and Field Renovation Project No. 04210
M. Ratify and Approve Contracts and Purchase Orders—August 19, 2021, through September 29, 2021

By motion of Trustee Pedroza, seconded by Trustee Merchat, consent items A through M were approved.

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

VIII. ACTION ITEMS

A. Adopt Resolution No. 5-21/22 Declaring Support for the Infrastructure and Jobs Act

By motion of Trustee McNeil, seconded by Trustee Fischer the board adopted Resolution No. 5-21/22 declaring support for the Infrastructure and Jobs Act.

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

B. Approve Award of Design-Build Services Contract for RFQ/P #MM-20-021 Communications Hub, Equity Village and Student Center; Approve Resolution No. 2-21/22

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the award of design-build services contract for RFQ/P #MM-20-021 Communications Hub, Equity Village and Student Center, and the board adopted Resolution No. 2-21/22.

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

C. Authorize District Staff to Exercise the Second (and Final) One-Year Extension to Term of Architectural and Engineering Services, Geotechnical Engineering Services and Civil Engineering and Related Services Master Services Agreements

By motion of Trustee McNeil, seconded by Trustee Merchat, the board authorized District staff to exercise the second (and final) one-year extension to term of architectural and engineering services, geotechnical engineering services and civil engineering and related services master services agreements.

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

D. Approval of the Replenishment of Threshold of the Vice President for Administrative Services' Authority to Approve Program Reserve Fund Transfer Requests

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the replenishment of threshold of the vice president for administrative services' authority to approve program reserve fund transfer requests.

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

E. Adopt Resolution No. 03-21/22: Authorizing Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Resolution No. 03-21/22 authorizing Carolina Biological Supply Company's chemistry kits as a single source procurement for the Chemistry Department.

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

F. Adopt Resolution No. 6-21/22 Specifying Criteria to Guide the Realignment of Trustee Areas for MiraCosta Community College District Board Members

By motion of Trustee Simon, seconded by Trustee McNeil, the board adopted Resolution No. 6-21/22 specifying criteria to guide the realignment of trustee areas for MiraCosta Community College District Board members.

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

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 7700 – Whistleblower Protection

By motion of Trustee Simon, seconded by Trustee Fischer, the board adopted Board Policy 7700 – Whistleblower Protection.

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

X. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 2200 – Board Duties and Responsibilities

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 2200 – Board Duties and Responsibilities.

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

B. Board Policy 4030 – Academic Freedom

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 4030 – Academic Freedom.

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

XI. COLLEGE-RELATED REPORTS

A. Trustee Activities

Trustee Simon attended the Southwestern College accreditation exit interview, the State of the City of Encinitas, Art in Encinitas, and a county presentation on aging and equity in older adults. Trustee Pedroza attended the ACCT dinner with President Cooke and will be attending the Dia de los Muertos events next week. Trustee Merchat attended the Futures session, which he said was coming along extremely well, the facilities update, and announced he is now a proud grandfather. Trustee McNeil attended the Oceanside Meet the City event, the opening of the Pavilion Center Mentoring Program, which is run by MiraCosta alumni Jimmy Figueroa, and has been to many home soccer and volleyball games. Trustee Broad attended the Futures session, the facilities meeting, the KOCT 40-year celebration, and the Cal State San Marcos Report to the Region. President Cassar attended SDICCCA, where pending legislation was reviewed, and also attended the DEI in Action Town Hall. He reminded everyone about the Community Learning Center's grand opening being held on Monday.

B. Students

Student Trustee Alma Cuevas reported she is part of the shared governance Textbook Affordability Committee, she is close to completing her honors project on Covid 19 vaccine hesitancy, she has joined the Honors in Action Committee for Phi Theta Kappa, and she attended a Healthy Oceanside meeting on Monday, where Mayor Sanchez was present. Cuevas shared the Latina Leadership Network Club will be hosting a Zoom event with Coco Brown on November 1.

C. Classified Employees

Classified Senate President Carl Banks reported that the Classified Senate held a fall Meet-and-Greet where breakfast was served to classified professionals. The Classified Senate is now planning the year-end celebration and reviewing the Educational Master Plan. Amy Pimentel has joined the leadership team as a new senator.

D. Faculty

Academic Senate President Luke Lara reported that he and Professor Thao Ha have been busy making regular reports on redesigning the student experience more engaging. Video interviews of faculty are shared that highlight their work on equity. The October 1 and October 15 Academic Senate agendas include links to interviews with some of our professors and the work they have been doing to support this important work. He highlighted the great work of our biomanufacturing faculty and administration and what they have done to advocate for the passage and signing of the biomanufacturing program (AB927), and he reported that this year's ASCCC event in November will be held in a hybrid manner.

E. Vice Presidents

1. Instructional Services

Vice President Pescarmona thanked everyone for the warm welcome she has received and said that the Instruction Office is hard at work on the spring schedule, which will be ready to go by November 1 and about 45 percent of the courses will have an on-ground component (hybrid or fully on-ground). She also attended the play, *Tiny Beautiful Things,* and is looking forward to attending *Antigone* in November.

2. Student Services

Vice President Wojcik reported this week is Undocumented Students Week and thanked all those who organized and participated in the events. A vaccination clinic will be held on campus on October 27 and is open to all community members and staff, with no appointments necessary.

3. Administrative Services

Vice President Tim Flood reported that Facilities and AIS are getting things ready for classes to begin next week at the Community Learning Center and for the grand opening. The audit process was started this week, with auditors on site and he thanked the board for their approval of the new Workday ERP system, which is making for more streamlined process.

4. Human Resources

Vice President Ng reported the campus climate survey working group is finishing up some of their recommendations. The EOC is analyzing data and goals on recruitment and retention of employees.

F. Office of the President

Superintendent/President Cooke reported that the Advancement and Public Information Offices are planning for the upcoming events at the Community Learning Center and San Elijo Campus. Rain may be in the forecast, so alternate plans are also being considered. She thanked all who have been preparing and planning at those campuses. The Research, Planning and Institutional Effectiveness Department has been working to make data accessible to folks through our dashboards, and they are leading the effort in two important accreditation events, the High School Diploma Program Midterm Report and our Institutional Self Evaluation Report for our own accreditation taking place in 2023. Cooke also thanked all who worked on being prepared for this meeting today in its new webinar format.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

MINUTES APPROVAL:

Rick Cassar Board President	Sunita V. Cooke, Ph.D. Superintendent/President

Subject: **Presentation of Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees**	**Attachment:** **Draft Maps A, B, and C**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

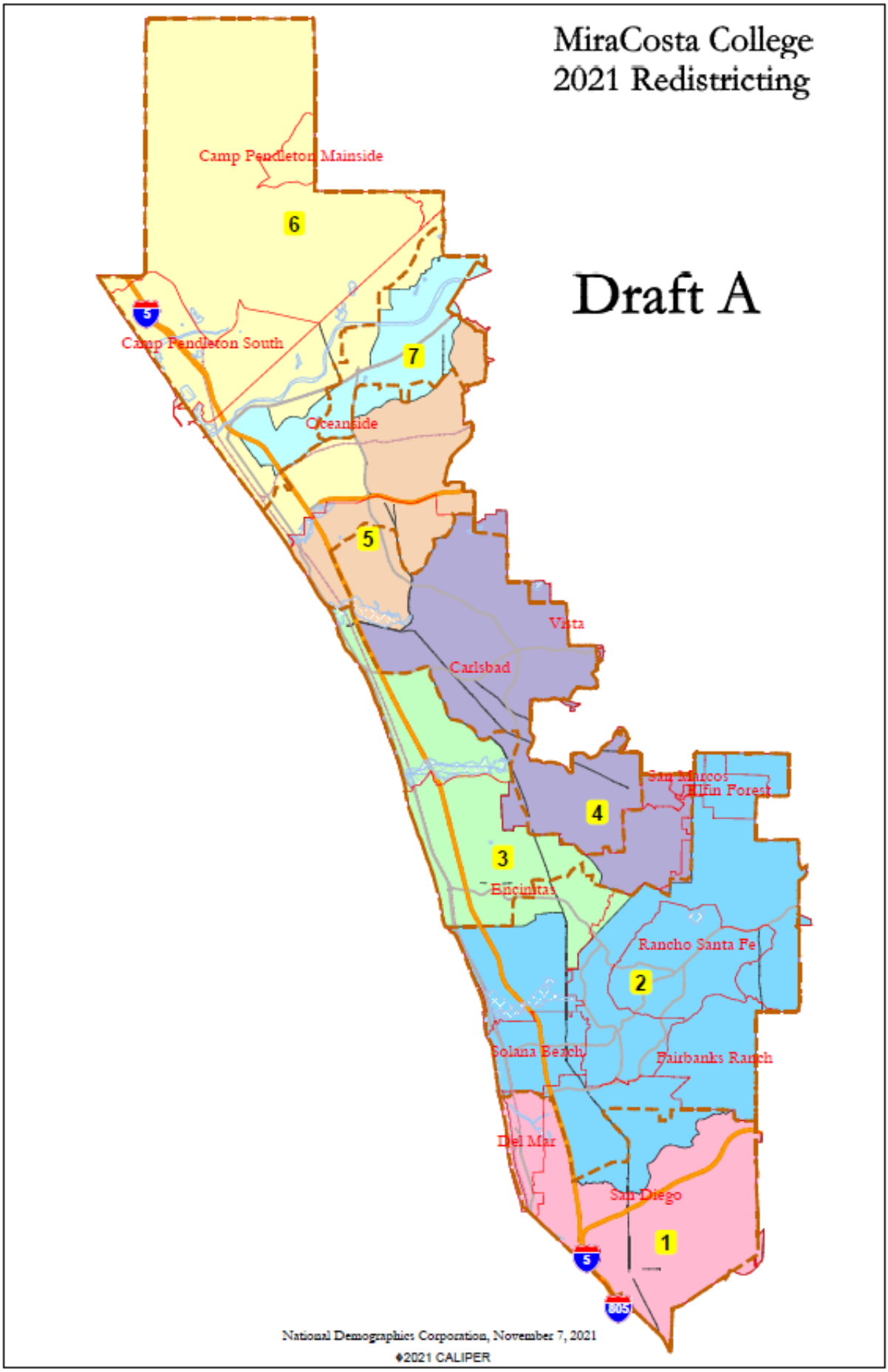
MiraCosta Community College District has engaged the services of National Demographics Corporation ("NDC") to serve as the district's demographic consultant in connection with the District's post-Census readjustment of Board of Trustee electoral areas, in compliance with Education Code §5019.5 and state and federal laws. NDC served the same function when the present lines were adopted in 2013.

STATUS

NDC will present the board and the public with three proposed approaches to readjusting the trustee area lines to rebalance the populations of the areas in accordance with direction received from the board at prior meetings.

RECOMMENDATION

Receive the presentation of draft maps from National Demographics Corporation.

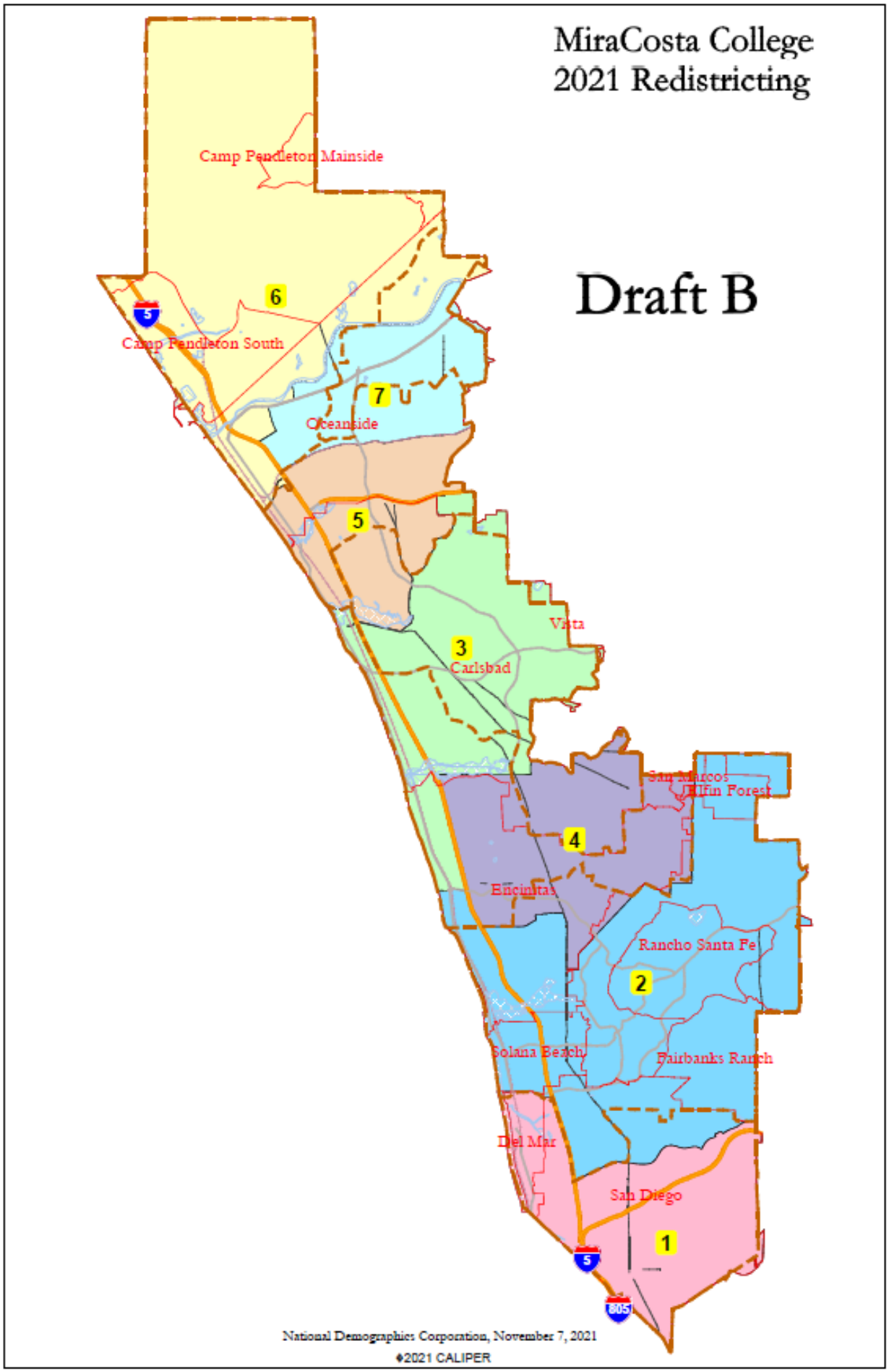

MiraCosta College
2021 Redistricting
Draft A
Camp Pendleton Mainside
Camp Pendleton South
Oceanside
Vista
Carlsbad
San Marcos
Hilfin Forest
Encinitas
Rancho Santa Fe
Solana Beach
Fairbanks Ranch
Del Mar
San Diego
6
7
5
4
3
2
1
5
805
National Demographics Corporation, November 7, 2021
©2021 CALIPER

Draft A									
District		1	2	3	4	5	6	7	Total
	Total Pop	57,184	58,146	60,516	57,057	60,925	59,738	60,388	413,954
	Deviation from ideal	-1,952	-990	1,380	-2,079	1,789	602	1,252	3,868
	% Deviation	-3.30%	-1.67%	2.33%	-3.52%	3.03%	1.02%	2.12%	6.54%
Total Pop	% Hisp	9.1%	10%	15%	14%	24%	30%	48%	22%
	% NH White	54%	71%	73%	69%	61%	51%	33%	59%
	% NH Black	2%	1%	1%	2%	3%	6%	5%	3%
	% Asian-American	32%	14%	8%	12%	8%	7%	9%	13%
Citizen Voting Age Pop	Total	35,254	40,433	45,792	38,542	44,673	41,230	41,450	287,373
	% Hisp	8%	8%	11%	11%	18%	23%	38%	17%
	% NH White	67%	82%	81%	78%	70%	62%	44%	69%
	% NH Black	2%	1%	1%	2%	3%	7%	8%	3%
	% Asian/Pac.Isl.	22%	9%	7%	9%	8%	6%	9%	10%
Voter Registration (Nov 2020)	Total	35,968	42,280	43,921	40,177	40,988	31,448	31,560	266,342
	% Latino est.	6%	6%	8%	8%	16%	21%	34%	13%
	% Spanish-Surnamed	5%	5%	7%	8%	15%	20%	31%	12%
	% Asian-Surnamed	17%	6%	4%	6%	3%	2%	2%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%	2%	1%
	% NH White est.	75%	87%	88%	84%	78%	70%	55%	78%
	% NH Black	1%	1%	1%	2%	3%	6%	9%	3%
Voter Turnout (Nov 2020)	Total	32,142	38,111	39,901	36,512	35,660	25,765	25,304	233,395
	% Latino est.	5%	5%	7%	8%	15%	20%	31%	12%
	% Spanish-Surnamed	5%	5%	7%	7%	14%	18%	29%	11%
	% Asian-Surnamed	17%	6%	4%	6%	3%	2%	2%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%	2%	1%
	% NH White est.	76%	87%	88%	84%	79%	71%	57%	79%
	% NH Black	1%	1%	1%	2%	3%	5%	9%	3%
Voter Turnout (Nov 2018)	Total	23,448	30,155	32,226	28,222	26,751	17,976	17,489	176,267
	% Latino est.	5%	5%	7%	7%	13%	17%	28%	10%
	% Spanish-Surnamed	4%	5%	6%	7%	12%	16%	26%	10%
	% Asian-Surnamed	14%	5%	3%	5%	2%	2%	2%	5%
	% Filipino-Surnamed	1%	0%	1%	1%	1%	1%	2%	1%
	% NH White est.	79%	89%	89%	86%	81%	74%	60%	82%
	% NH Black est.	1%	1%	1%	2%	3%	5%	9%	2%
ACS Pop. Est.	Total	54,446	55,869	61,358	55,063	59,634	58,062	64,450	408,881
Age	age0-19	28%	23%	22%	29%	22%	26%	26%	25%
	age20-60	56%	49%	51%	49%	54%	56%	56%	53%
	age60plus	16%	28%	27%	22%	24%	18%	18%	22%
Immigration	immigrants	29%	20%	13%	16%	15%	14%	22%	18%
	naturalized	64%	57%	64%	70%	59%	56%	47%	59%
Language spoken at home	english	66%	77%	83%	82%	79%	79%	55%	74%
	spanish	6%	7%	10%	8%	14%	15%	38%	14%
	asian-lang	16%	8%	3%	5%	3%	4%	5%	6%
	other lang	12%	8%	4%	5%	4%	2%	2%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	10%	7%	5%	6%	7%	7%	18%	8%
Education (among those age 25+)	hs-grad	16%	23%	26%	24%	40%	47%	48%	32%
	bachelor	35%	35%	37%	35%	28%	23%	17%	30%
	graduatedegree	44%	33%	27%	28%	17%	11%	7%	24%
Child in Household	child-under18	41%	31%	28%	39%	27%	34%	34%	33%
Pct of Pop. Age 16+	employed	70%	61%	64%	65%	67%	71%	68%	67%
Household Income	income 0-25k	6%	9%	11%	7%	11%	13%	17%	11%
	income 25-50k	7%	11%	12%	11%	15%	25%	24%	15%
	income 50-75k	7%	11%	13%	10%	16%	18%	20%	14%
	income 75-200k	42%	38%	41%	42%	44%	37%	36%	40%
	income 200k-plus	38%	32%	24%	31%	14%	7%	4%	21%
Housing Stats	single family	69%	75%	77%	75%	64%	68%	61%	70%
	multi-family	31%	25%	23%	25%	36%	32%	39%	30%
	rented	35%	33%	36%	27%	47%	55%	51%	41%
	owned	65%	67%	64%	73%	53%	45%	49%	59%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.


MiraCosta College
2021 Redistricting
Draft B
Camp Pendleton Mainside
Camp Pendleton South
6
7
Oceanside
5
Vista
3
Carlsbad
San Marcos
Elfin Forest
4
Encinitas
Rancho Santa Fe
2
Solana Beach
Fairbanks Ranch
Del Mar
San Diego
1
5
805
National Demographics Corporation, November 7, 2021
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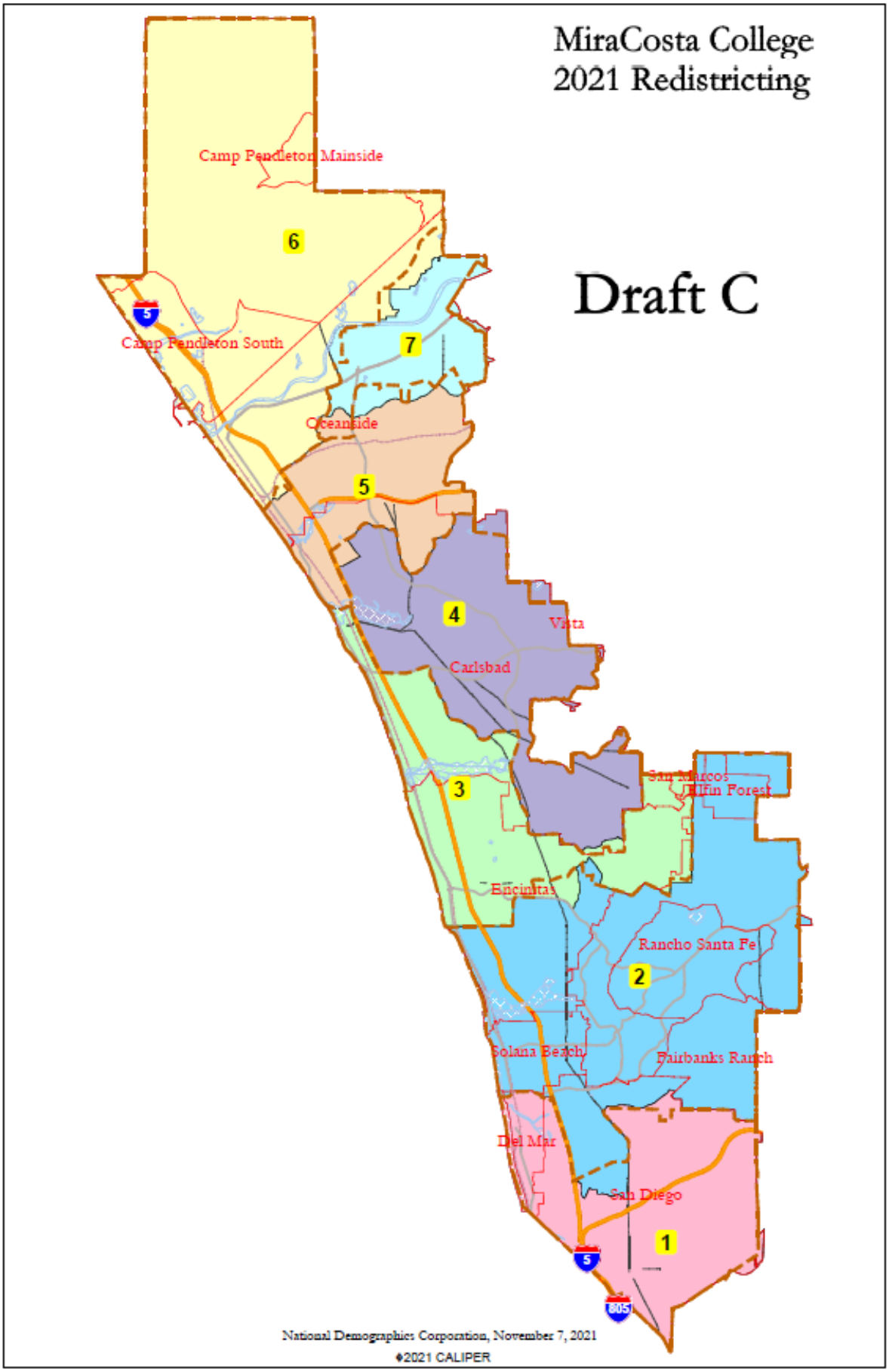
Draft B

District		1	2	3	4	5	6	7	Total
	Total Pop	59,317	58,766	59,926	58,146	59,000	59,716	59,083	413,954
	Deviation from Ideal	181	-370	790	-990	-136	580	-53	1,780
	% Deviation	0.31%	-0.63%	1.34%	-1.67%	-0.23%	0.98%	-0.09%	3.01%
Total Pop	% Hisp	9.2%	10%	17%	14%	22%	42%	38%	22%
	% NH White	56%	71%	66%	73%	65%	40%	41%	59%
	% NH Black	2%	1%	2%	1%	2%	6%	6%	3%
	% Asian-American	30%	15%	11%	9%	7%	7%	11%	13%
Citizen Voting Age Pop	Total	36,982	41,089	41,455	42,560	44,239	40,343	40,705	287,373
	% Hisp	8%	8%	13%	10%	16%	33%	29%	17%
	% NH White	68%	82%	76%	81%	74%	49%	52%	69%
	% NH Black	2%	1%	1%	1%	2%	8%	8%	3%
	% Asian/Pac.Isl.	22%	9%	9%	7%	6%	8%	9%	10%
Voter Registration (Nov 2020)	Total	37,879	42,632	41,454	42,015	40,610	27,868	33,884	266,342
	% Latino est.	6%	6%	10%	8%	14%	33%	26%	13%
	% Spanish-Surnamed	5%	5%	9%	7%	13%	30%	24%	12%
	% Asian-Surnamed	15%	7%	5%	4%	2%	2%	3%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	2%	2%	1%
	% NH White est.	77%	86%	83%	87%	82%	57%	63%	78%
	% NH Black	1%	1%	2%	1%	2%	7%	8%	3%
Voter Turnout (Nov 2020)	Total	33,869	38,405	37,411	38,280	35,491	21,885	28,054	233,395
	% Latino est.	5%	5%	9%	7%	13%	30%	24%	12%
	% Spanish-Surnamed	5%	5%	8%	7%	12%	28%	22%	11%
	% Asian-Surnamed	15%	7%	5%	4%	2%	2%	3%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	2%	2%	1%
	% NH White est.	77%	87%	84%	88%	82%	59%	64%	79%
	% NH Black	1%	1%	2%	1%	2%	7%	8%	3%
Voter Turnout (Nov 2018)	Total	25,170	30,113	28,759	30,907	27,038	14,497	19,783	176,267
	% Latino est.	5%	5%	8%	7%	11%	27%	21%	10%
	% Spanish-Surnamed	4%	5%	7%	6%	11%	25%	19%	10%
	% Asian-Surnamed	12%	5%	4%	3%	2%	2%	2%	5%
	% Filipino-Surnamed	1%	0%	1%	1%	1%	2%	2%	1%
	% NH White est.	80%	89%	86%	89%	84%	61%	67%	82%
	% NH Black est.	1%	1%	1%	1%	2%	7%	8%	2%
ACS Pop. Est.	Total	57,376	55,804	58,799	58,009	57,721	62,431	58,742	408,881
Age	age0-19	28%	22%	26%	25%	21%	28%	25%	25%
	age20-60	56%	50%	50%	49%	55%	59%	52%	53%
	age60plus	16%	28%	23%	26%	24%	13%	23%	22%
Immigration	immigrants	30%	18%	16%	13%	12%	19%	20%	18%
	naturalized	60%	61%	65%	68%	59%	48%	55%	59%
Language spoken at home	english	65%	80%	80%	83%	83%	63%	66%	74%
	spanish	6%	7%	10%	9%	11%	30%	26%	14%
	asian-lang	17%	6%	5%	3%	2%	5%	5%	6%
	other lang	13%	7%	5%	5%	4%	2%	3%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	10%	6%	7%	5%	5%	14%	12%	8%
Education (among those age 25+)	hs-grad	16%	23%	26%	25%	38%	46%	50%	32%
	bachelor	35%	36%	34%	36%	29%	18%	20%	30%
	graduatedegree	44%	33%	26%	28%	17%	8%	9%	24%
Child in Household	child-under18	40%	31%	33%	34%	26%	40%	30%	33%
Pct of Pop. Age 16+	employed	69%	62%	63%	65%	68%	73%	66%	67%
Household Income	income 0-25k	6%	9%	11%	8%	11%	14%	15%	11%
	income 25-50k	7%	10%	12%	12%	16%	26%	21%	15%
	income 50-75k	7%	11%	12%	11%	17%	19%	19%	14%
	income 75-200k	42%	38%	42%	40%	42%	36%	39%	40%
	income 200k-plus	37%	32%	23%	30%	14%	5%	5%	21%
Housing Stats	single family	68%	75%	75%	77%	64%	63%	68%	70%
	multi-family	32%	25%	25%	23%	36%	37%	32%	30%
	rented	36%	33%	33%	29%	48%	62%	44%	41%
	owned	64%	67%	67%	71%	52%	38%	56%	59%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.


MiraCosta College
2021 Redistricting
Draft C
Camp Pendleton Mainside
Camp Pendleton South
Oceanside
Vista
Carlsbad
San Marcos
Fallbrook
Encinitas
Rancho Santa Fe
Solana Beach
Fairbanks Ranch
Del Mar
San Diego
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805
National Demographics Corporation, November 7, 2021
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Draft C									
District		1	2	3	4	5	6	7	Total
	Total Pop	60,239	60,717	61,017	61,537	56,522	56,716	57,206	413,954
	Deviation from ideal	1,103	1,581	1,881	2,401	-2,614	-2,420	-1,930	5,015
	% Deviation	1.87%	2.67%	3.18%	4.06%	-4.42%	-4.09%	-3.26%	8.48%
Total Pop	% Hisp	8.6%	11%	14%	14%	26%	38%	41%	22%
	% NH White	55%	72%	73%	69%	59%	44%	37%	59%
	% NH Black	2%	1%	1%	2%	3%	6%	5%	3%
	% Asian-American	32%	12%	8%	11%	7%	7%	11%	13%
Citizen Voting Age Pop	Total	36,911	43,477	45,675	42,114	41,235	37,904	40,057	287,373
	% Hisp	7%	9%	10%	11%	20%	29%	33%	17%
	% NH White	68%	82%	81%	77%	69%	54%	49%	69%
	% NH Black	1%	1%	1%	2%	2%	8%	7%	3%
	% Asian/Pac.Isl.	23%	7%	7%	9%	7%	7%	10%	10%
Voter Registration (Nov 2020)	Total	38,667	44,131	44,249	43,504	36,391	26,731	32,669	266,342
	% Latino est.	5%	6%	7%	9%	17%	27%	31%	13%
	% Spanish-Surnamed	5%	6%	7%	8%	15%	25%	28%	12%
	% Asian-Surnamed	17%	5%	4%	5%	2%	2%	3%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	2%	2%	1%
	% NH White est.	76%	87%	88%	83%	78%	62%	59%	78%
	% NH Black	1%	1%	1%	2%	2%	8%	7%	3%
Voter Turnout (Nov 2020)	Total	34,622	39,822	40,113	39,499	31,293	21,196	26,850	233,395
	% Latino est.	5%	6%	7%	8%	15%	25%	28%	12%
	% Spanish-Surnamed	5%	5%	7%	8%	14%	23%	25%	11%
	% Asian-Surnamed	17%	5%	4%	5%	2%	2%	3%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	2%	2%	1%
	% NH White est.	76%	88%	88%	84%	80%	64%	61%	79%
	% NH Black	1%	1%	1%	2%	2%	8%	7%	3%
Voter Turnout (Nov 2018)	Total	25,544	31,575	32,373	30,590	23,069	14,177	18,939	176,267
	% Latino est.	4%	5%	6%	8%	13%	22%	24%	10%
	% Spanish-Surnamed	4%	5%	6%	7%	13%	21%	23%	10%
	% Asian-Surnamed	14%	4%	3%	4%	2%	2%	2%	5%
	% Filipino-Surnamed	1%	0%	1%	1%	1%	2%	2%	1%
	% NH White est.	80%	90%	89%	85%	82%	66%	64%	82%
	% NH Black est.	1%	1%	1%	2%	2%	8%	8%	2%
ACS Pop. Est.	Total	56,755	59,223	61,424	59,783	55,419	57,979	58,298	408,881
Age	age0-19	29%	22%	23%	28%	22%	28%	25%	25%
	age20-60	55%	50%	51%	50%	55%	58%	53%	53%
	age60plus	17%	28%	27%	22%	23%	14%	22%	22%
Immigration	immigrants	30%	18%	13%	15%	14%	18%	20%	18%
	naturalized	65%	56%	64%	69%	56%	47%	55%	59%
Language spoken at home	english	66%	79%	83%	83%	79%	68%	61%	74%
	spanish	5%	7%	9%	8%	15%	26%	30%	14%
	asian-lang	17%	6%	3%	4%	2%	4%	6%	6%
	other lang	12%	8%	4%	5%	4%	2%	3%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	10%	6%	5%	5%	7%	12%	14%	8%
Education (among those age 25+)	hs-grad	15%	24%	26%	26%	40%	47%	49%	32%
	bachelor	34%	36%	37%	34%	28%	19%	18%	30%
	graduatedegree	45%	32%	27%	27%	15%	9%	8%	24%
Child in Household	child-under18	42%	29%	29%	38%	26%	38%	33%	33%
Pct of Pop. Age 16+	employed	69%	62%	63%	65%	69%	73%	66%	67%
Household Income	income 0-25k	6%	9%	10%	7%	13%	15%	14%	11%
	income 25-50k	6%	11%	12%	11%	19%	28%	19%	15%
	income 50-75k	7%	11%	13%	10%	17%	17%	21%	14%
	income 75-200k	41%	39%	41%	44%	40%	35%	40%	40%
	income 200k-plus	40%	29%	25%	28%	12%	5%	6%	21%
Housing Stats	single family	74%	72%	76%	77%	58%	58%	74%	70%
	multi-family	26%	28%	24%	23%	42%	42%	26%	30%
	rented	32%	35%	37%	27%	52%	65%	40%	41%
	owned	68%	65%	63%	73%	48%	35%	60%	59%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

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Subject: **Report on Student Success Metrics**	**Attachment:** **Student Success Metrics Presentation**
Category: **Presentations**	**Type of Board Consideration:** **Information** ✓ **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

As part of annual reporting requirements to the California Community College Chancellors Office (CCCCO) and the Accrediting Commission for Community and Junior Colleges (ACCJC), MiraCosta College regularly tracks and reports on a number of student success metrics. In addition, as part of its internal student success and equity work, the college also monitors metrics associated with the guided pathways framework. The board of trustees reviews leading and lagging measures twice per year.

STATUS

This report presents the most recent metrics and trends from the Student Success Metrics Launchboard (which supports the CCCCO *Vision for Success*), ACCJC Institution-Set Standards, and leading and lagging indicators from the college's first time in college cohorts in the Guided Pathways Dashboard.

RECOMMENDATION

For information only.

MiraCosta College

Student Success Metrics

Presentation to the Board of Trustees
November 18, 2021

Student Success & Institutional Effectiveness

- **CA Community College Chancellor's Office Vision for Success- systemwide goals**

- **Accrediting Commission for Community and Junior Colleges Institution-Set Standards – required that colleges set a baseline and aspirational goal and revisit those regularly to promote improvement.**

- **Guided Pathways Metrics – Board of Trustee's Leading & Lagging Indicators**

CCCCO Vision for Success

Adopted in 2017, the *Vision for Success* was designed to help the colleges restructure, putting the student experience and equity front and center. Five goals comprise the *Vision for Success*: (1) Increase completion of degrees/certificates; (2) Increase transfers to UC and CSU; (3) Decrease the average number of units accumulated by degree earners; (4) Increase the number of CTE students employed in their field; and (5) Reduce equity gaps.

MiraCosta College Student Success Metrics

Vision for Success

Statewide Goals are measured through the Student Success Metrics

Student Success Metrics focus on student educational journeys from recruitment to completion, not on functional divisions, grants, or funding sources.

- **All Students**
- **Degree/Transfer Students**
- **Adult Education/ESL**
- **Short-Term Career Education**
- **Undecided Other**

Vision for Success

CCCCO Target	Goal	MC Baseline 2016-17	MC Target Percent	MC Target by 2022	2019-20
↑ by 20%	**Completion:** Associate Degrees (with ADTs)	1,127	20%	1,352	**1,559**
↑ by 20%	**Completion:** CCCCO-Approved Certificates	992	20%	1,190	**1,399**
↑ by 20%	**Completion:** Attained the Goal Completion Definition (Certificate, AA/AS, or BA/BS)	1,287	15%	1,480	**1,739**
↑ by 35%	**Transfer:** Associate Degrees for Transfer (ADTs)	228	15%	262	**504**
↑ by 35%	**Transfer:** UC/CSU Transfer	1,224	5%	1,285	**1,280***

*Transfer data for 2019-20 not available yet; this is 2018-19 data.

MiraCosta College Student Success Metrics

Vision for Success

CCCCO Target	Goal	MC Baseline 2016-17	MC Target Percent	MC Target by 2022	2019-20
↓ to 79 units	**Unit Accumulation:** Average Units Per Degree	82	N/A	79	**75**
↑ by 10%	**Workforce:** Median Annual Earnings	$27,268	10%	$29,995	**$28,832***
↑ by 10%	**Workforce:** Living Wage (# of Exiting Students)	1,452	5%	1,525	**1,390***
↑ to 76%	**Workforce:** Exiting CE Students Employed in Field of Study	77%	79%	N/A	**73%****

* Metrics derived from the EDD Unemployment Insurance wage file lag by one year; this is 2018-19 data.
** Metrics derived from the CTE Outcomes Survey lag by two years; this is 2017-18 data.

ACCJC Institution-Set Standards

The College must established criteria and processes to determine appropriate, institution-set standards for student achievement appropriate to its mission, including standards for course completion, program completion, transfer, and job placement rates The metrics both monitor and challenge institutional performance. Therefore, the College establishes standards as a "floor" for performance, whereas the College also sets "stretch goals" for which to strive.

MiraCosta College Student Success Metrics

ACCJC Institution-Set Standards

Metric	Institution-Set Standard	2015-16	2016-17	2017-18	2018-19	2019-20	Stretch Goal
Course Completion	66%	72%	73%	73%	73%	74%	**77%**
# of Degrees	1,539	1,404	1,344	1,653	2,048	2,141	**1,769**
# of Certificates	1,385	396*	346*	1,521	1,750	1,680	**1,967**
# of Bachelor's	19	N/A	N/A	N/A	21	22	**27**
# of Transfers	1,240	1,282	1,413	1,318	1,403	1,388	**1,585**

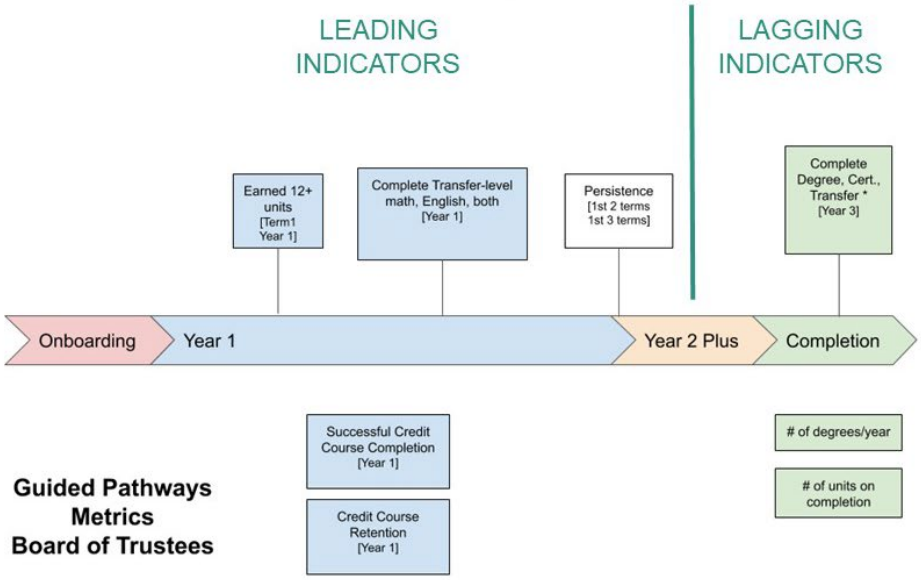
* Excludes IGETC and CSU certificates.

Guided Pathways Metrics

The Guided Pathways metrics were designed to capture progression along students' educational journey from onboarding to completion and/or transfer. The metrics pinpoint critical milestones and accomplishments that serve as leading indicators for completion. As such, these analyses follow cohorts of first-time students to track progress and identify possible barriers to completion.

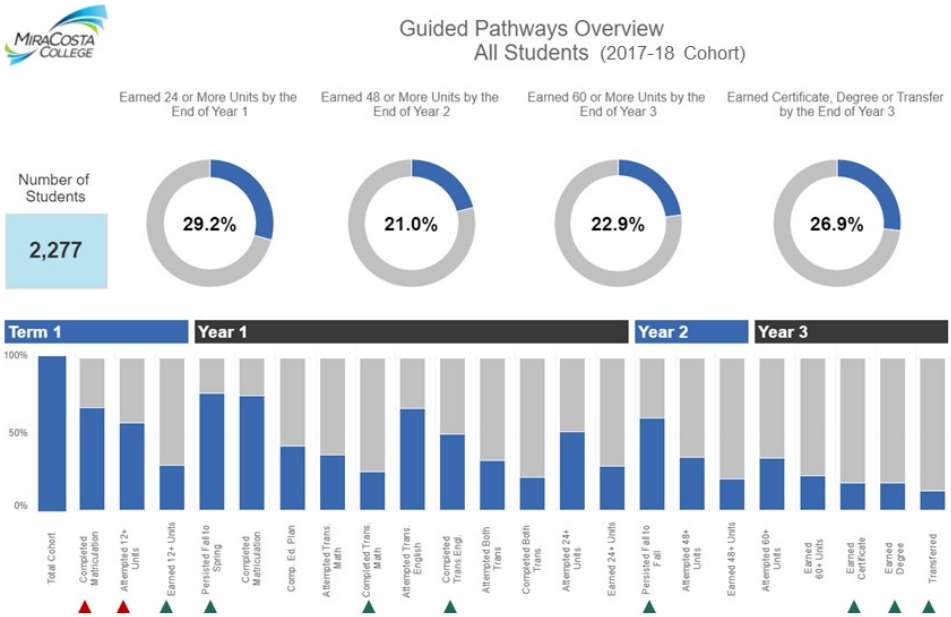
MiraCosta College Student Success Metrics

Guided Pathways Metrics



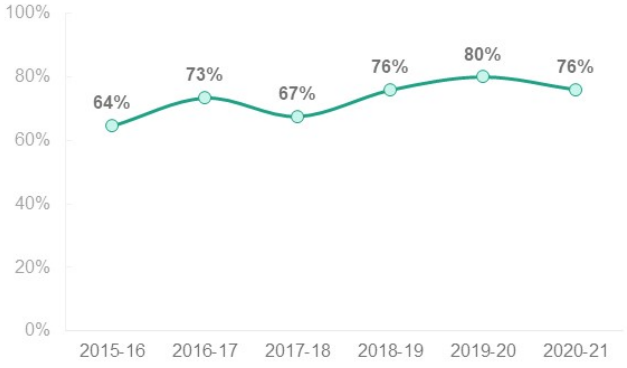
MiraCosta College Student Success Metrics

Guided Pathways Metrics



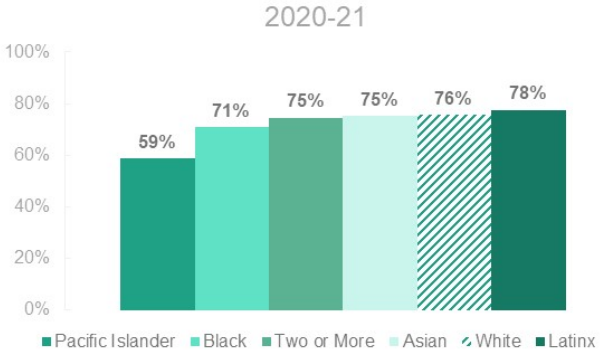
MiraCosta College Student Success Metrics

Completed Matriculation (in first term)



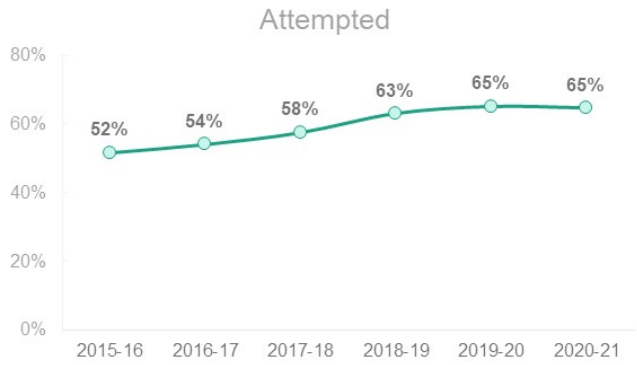
- Steady gains over the past five years were interrupted by COVID last year

- No DI by race/ethnicity for last three cohorts
- Older students (>30 years) typically experience DI, but equity gaps for 25-30 year old students disappeared in the last two cohorts



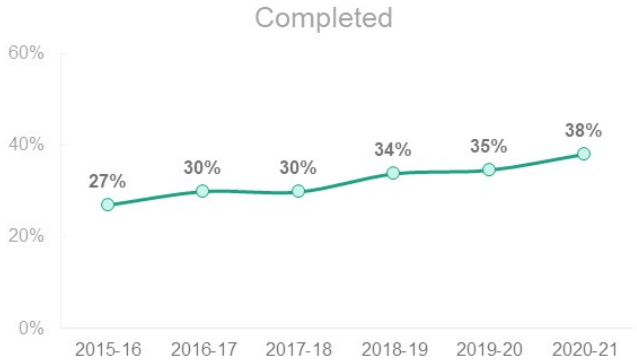
MiraCosta College Student Success Metrics

Attempted / Completed 12 Units (in first term)



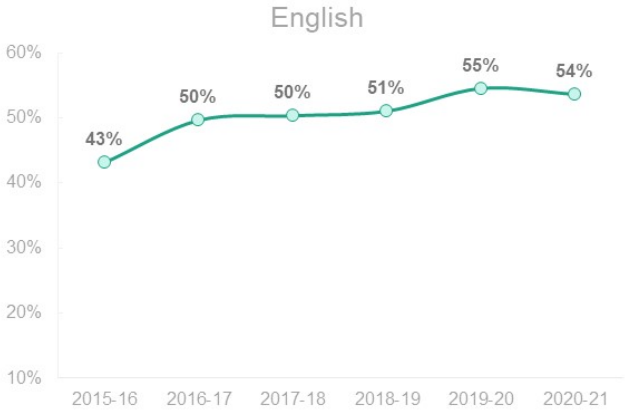
- Steady gains have occurred since 2015-16 with a 13 percentage point increase in the percent of students attempting 12 or more units.
- Students 25+ years old less likely to attempt 12 units.

- The percentage of students who have completed 12 or more units has increased by over 9 percentage points.

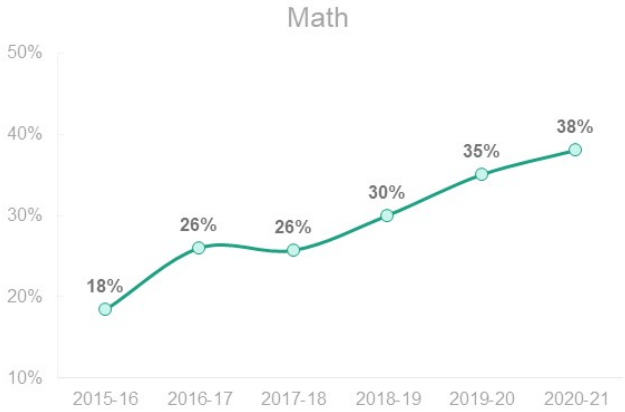


MiraCosta College Student Success Metrics

Transfer English & Math Completion (1 Year)



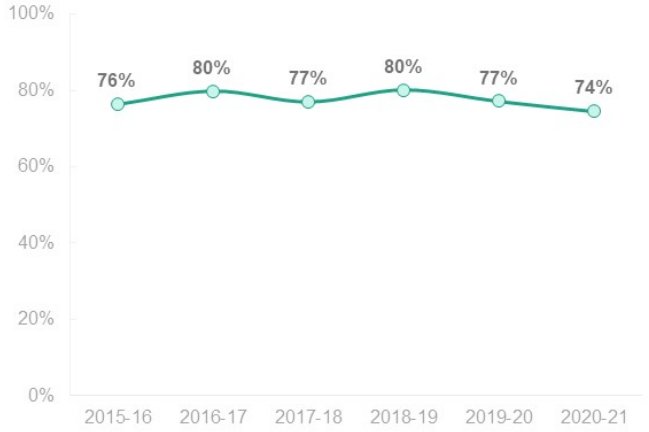
- Transfer-level English completion rates have grown 12 percentage points since 2015-16.
- Black/AA students have shown the greatest increase (+75%).



- Transfer-level math completion rates have more than doubled since 2015-16.
- Increases highest among Black/AA (+218%) and Latinx students (+133%), but equity gaps remain.

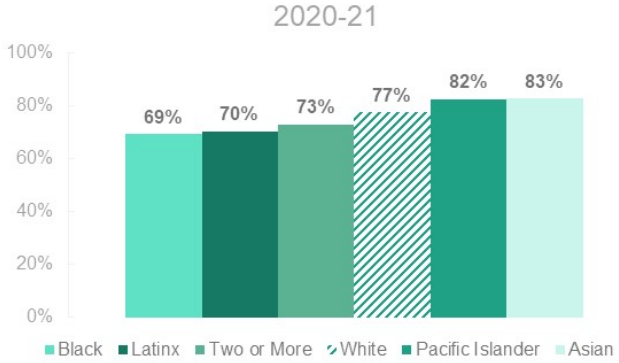
MiraCosta College Student Success Metrics

Fall-Spring Persistence Rates



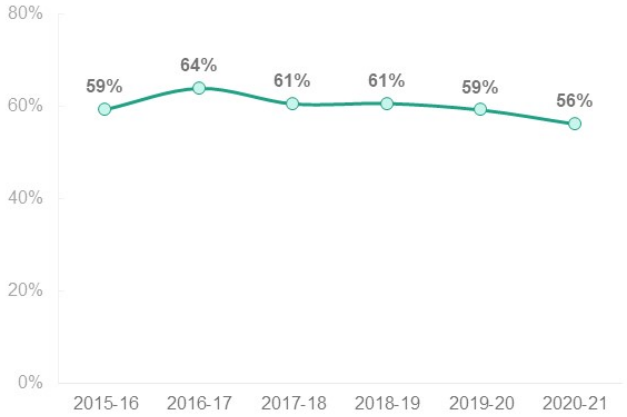
- Fall-Spring Persistence Rates fell by 3 percentage points in the last cohort (and down 6% since the high of 80% in 2018-19).
- The decrease was largest for 18-30 year old students.

- Fall-Spring Persistence Rates fell by 3 percentage points in the last cohort (and down 6% since the high of 80% in 2018-19).
- DI for Latinx male students in 2020-21.
- Improvement for AA/Black female students since 2017-18, but not for AA/Black male students.



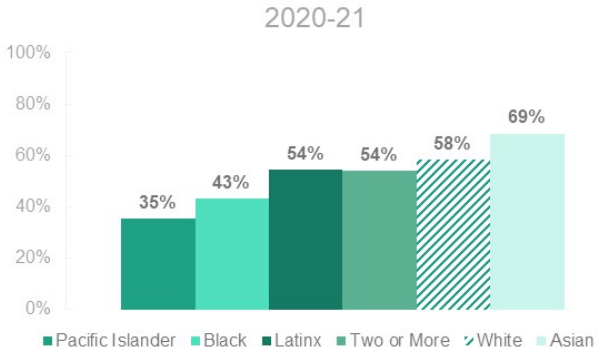
MiraCosta College Student Success Metrics

Fall-Fall Persistence Rates



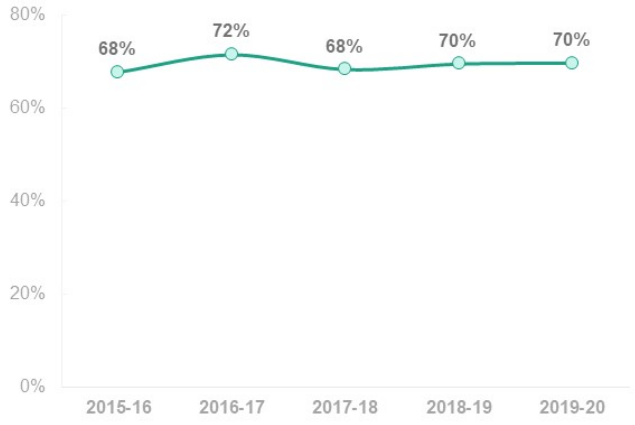
- Fall-Fall Persistence Rates have fallen since the pandemic hit in Spring 2020.
- The decline has been driven by decreases in the 18-24 year old age category (25+ years has actually increased since 2018-19).

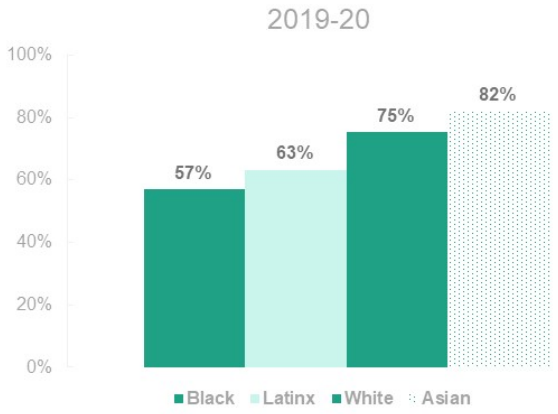
- Fall-Fall Persistence Rates of Black/AA students have been consistently lower that those of their peers.
- DI is primarily with Black/AA and Latinx male students, particularly in the last two cohorts.



MiraCosta College Student Success Metrics

Course Success Rates (in first year)

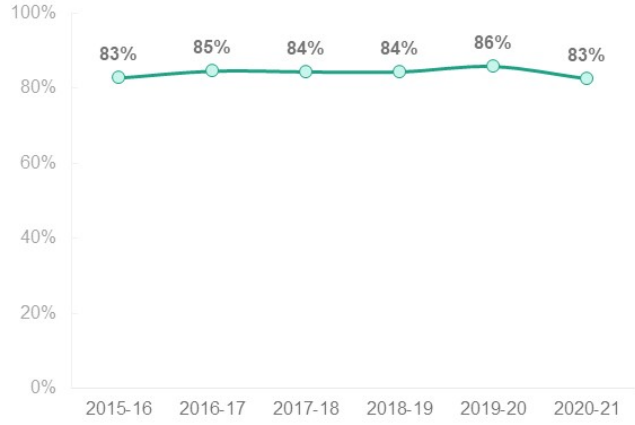


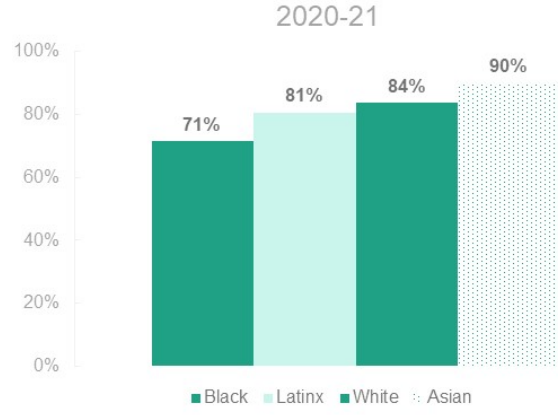


- Latinx and Black/AA students have consistently lower course success rates than their white or Asian peers
- These equity gaps have not narrowed over time

MiraCosta College Student Success Metrics

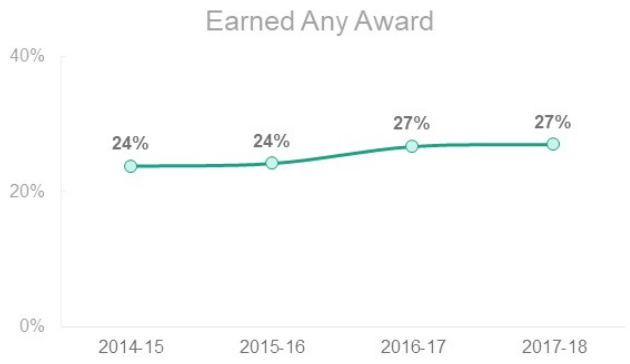
Course Retention Rates (in first year)





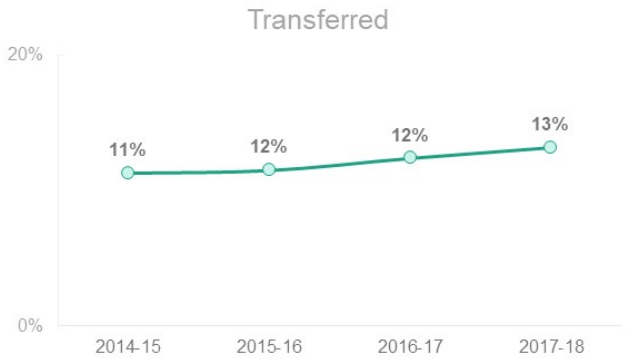
- While Latinx and Black/AA students have consistently lower course success rates than their white or Asian peers, these equity gaps were narrowing over time
- COVID withdrawals, however, were higher among Latinx and Black/AA students in 2020-21

Educational Goal Completion (3-Year)



- Asian and White students are consistently above the average while Black/AA and Latinx students are below the average in attainment of any award at the end of three years.
- Latinx male students experience disproportionate impact across all four cohorts.

- Latinx students experience disproportionate impact for transferring within three years.



Strategies to Impact Metrics

Highlight of current strategies from the Educational Master Plan designed to impact these student success metrics.

Strategies for Success

Redesigning the Student Experience (Guided Pathways)

- Academic & Career Pathway Success Teams
- Intentional First Year Experience to provide career and education planning
- Holistic student support and connections
- Monitoring student progress toward completing programs of study
- Peer mentoring & Academic Success Coaching
- Clear program maps programs for students that provide semester-by-semester course sequences
- Student case management and advising processes and implement a technology solution for proactive student advising and early alert to provide just-in-time support

MiraCosta College Student Success Metrics

Strategies for Success

Campus Assessment, Resources, and Education (CARE) Program

Focused on student basic needs by:

- Embracing a holistic and seamless approach to student learning and success
- Connection to community resources in the areas of childcare, food, employment, financial, health/medical, housing, legal aid, mental health, technology, and transportation
- Building connections for students with community organizations to ensure there is a “warm handoff” to ensure their long-term personal and academic success.

Strategies for Success

Academic Success and Equity Programs: MANA, Puente, Umoja, RAFFY, UPRISE

Providing tailored interventions and culturally relevant services for Native Hawaiian/Pacific Islander, Latinx (Hispanic), Black/African American, former Foster Youth, and Undocumented/mixed status students

Continue to implement AB705

Utilize embedded tutoring model to ensure equitable outcomes in math and English completion

Educational Master Plan Update

Questions?

Presented by Christopher Tarman

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

STATUS

1. Retirement of Trudy Fore, Enrollment Database Specialist, position P-00156, effective December 30, 2021.

2. Resignation of Chad Woolley, Web Applications Developer, position P-00406, effective November 5, 2021.

3. Employment of classified administrator, Terrence Shaw, Director of Student Life and Leadership, salary range CM 8, step 2 (classified administrator salary schedule), $9,149.83 per month, full-time, 12 months per year, effective October 25, 2021. Terrence was selected though an open recruitment process.

4. Employment of the following regular classified employees:

   Amber Cross, Buyer, position P-07050, salary range 24, step 2, $6,185.75 per month, full-time, 12 months per year, effective October 12, 2021. Amber was selected through an open recruitment process.

   Justin Yinger, Gardener/Groundskeeper, position P-08602, salary range 15, step 1, $4,520.25 per month, full-time, 12 months per year, effective October 26, 2021. Justin was selected through an open recruitment process.

   Cristina Zafra Lopez, Testing Services Assistant, position P- 00393, salary range 11, step 1, $4,025.83 per month, full-time, 12 months per year, effective October 25, 2021. Cristina was selected through an open recruitment process.

   Cindy Arce, Student Services Coordinator – Student Equity ASE Programs, salary range 26, step 2, $6,551.53 per month, full-time, 12 months per year, effective October 25, 2021. Cindy was selected through an open recruitment process.

Alfredo Ahumada, GEAR UP School Site Coordinator, position P-05807, salary range 21, step 2, $32.71 per hour, full-time, 11 months per year, effective October 29, 2021. Alfredo was selected through an open recruitment process.

Yaira Hicks, Testing Services Assistant, position P- 06216, salary range 11, step 1, $1,811.63 per month, 18 hours per week, 12 months per year, effective November 3, 2021. Yaira was selected through an open recruitment process.

5. Permanent change of assignment for Kim Marquardt, Director Health Services, Student Affairs, position P-05828, increase in contract months from 10 to 12 months per year, effective November 18, 2021.

6. Temporary additional assignment for Brayan Astorga, Student Services Coordinator, First year Forward, position P-07517, will serve as a Student Services Coordinator, International Education, range 26, step 1, $35.83 per hour, 18 hours per week, effective September 17, 2021 – June 30, 2022.

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

   Carlos Carrizosa, Police Officer, position P-00308, will serve as acting Police Sergeant, salary range 34, step 1, $7,823.33 per month, full-time, effective October 27 – November 5, 2021.

   Eva Viveros, Attendance Accounting Specialist, Admissions and Records, position P-00076, will serve as Assistant Registrar, salary range 29, LY 20, $9,877.17 per month, full-time, effective November 4 – December 12, 2021.

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

David	Young	Business
Carlos	Garcia	Computer Studies and Information Technology
Robert	Price III	Computer Studies and Information Technology

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

Employee	Job Title	Assignment	Department	Hourly Rate	Start Date	End Date
Ginger Lamb	Campus Aide III	Substitute	Admissions and Records, OCN	$18/hr	11/1/21	6/30/22
Alyna Perez	Campus Aide III	Substitute	Admissions and Records, SEC	$18/hr	11/8/21	6/30/22
Danielle Borm	Assistant Athletic Trainer	Substitute	Athletics and Intramurals	$33.81/hr	10/14/21	6/30/22
Danny Nguyen	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	$33.81/hr	11/19/21	6/30/22
Joy Vivar	Campus Aide III	Substitute	Career Education Grants	$18/hr	10/29/21	12/31/21
Valerie Varela	Campus Aide III	Short-term	Counseling	$18/hr	7/1/21	6/30/22
Frederick Timm	Campus Aide II	Short-term	Dance	$16/hr	11/19/21	12/17/21
Luis Flores-Cuevas Francisco Hernandez	GEAR UP Support Staff I	Substitute	GEAR UP	$14/hr	10/25/21	6/30/22
Victoria Aguilar	Campus Aide II	Short-term	International Education	$16/hr	11/22/21	5/31/22
Val Warner-Saadat	Chief of Police	Substitute	Police Administrative	$62.12/hr	10/18/21	6/30/22
Alma Cuevas Allyson Evers	Campus Aide III	Short-term	School of Continuing and Community Education	$18/hr	11/19/21	6/30/22

Yanet Ibarra	Administrative Support Assistant I	Short-term	School Relations/Diversity Recruitment	$21.92/hr	11/19/21	6/30/22
Jessica Stroberg	Campus Aide III	Short-term	School Relations/Diversity Recruitment	$18/hr	8/20/21	12/31/21
Elizabeth Allen	Apprentice I	Substitute	STEM and Math Learning Center	$14/hr	10/12/21	6/30/22
Daniel Peñuelas	Campus Aide III	Substitute	Student Equity	$18/hr	10/21/21	6/30/22
Joy Abigail Vivar Alondra Herrera	Campus Aide III	Short-term	Student Equity	$18/hr	11/19/21	11/25/21
Bonnie Durben	Campus Aide I	Short-term	Theatre and Film	$14/hr	12/18/21	5/20/22
Caroline Andrew	Campus Aide III	Short-term	Theatre and Film	$18/hr	11/19/21	5/20/22
Blake McCarty	Theater Aide III	Short-term	Theatre and Film	$16/hr	11/19/21	5/20/22
Raphael Monet Cooke	Apprentice III	Short-term	Writing Center	$16/hr	11/19/21	6/30/22
Laura Hiesener	Testing Services Assistant	Short-term	Testing Services	$23.23/hr	11/19/21	6/30/22
Deborah Cummins	Campus Aide III	Substitute	Admissions and Records	$18/hr	11/08/21	6/30/22
Tiani Mori	Admissions and Records Specialist	Substitute	Admissions and Records	$30.12/hr	11/01/21	12/31/21

RECOMMENDATION

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

Subject:	Attachment:
Approve Classification of New Position	Job Desription - COVID-19 Program Coordinator
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

A job description for the new COVID-19 Program Coordinator position has been evaluated by the Classification Review Committee (CRC). The COVID-19 Program Coordinator position was created to lead and participate in the planning, coordination, and implementation of the district's COVID-19 Plan. The incumbent assigned to this classification will serve a limited-term for the duration of the pandemic, as needed.

STATUS

The CRC recommended to the superintendent/president, classification of range 26 for the COVID-19 Program Coordinator, effective December 1, 2021. Entry level salary is $74,530.

RECOMMENDATION

Approve classification of new position, as stated above.

Subject:	Attachment:
Approve MiraCosta Community College District Classified Employee Manual	MiraCosta Community College District Classified Senate Employee Manual
Category:	Type of Board Consideration:
Consent Items	Information ✔ Consent Action
Recommended:	Approved for Consideration:
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

During the spring of 2021, the district engaged in collegial negotiations via the meet and confer process with the Classified Senate pursuant to Board Policy 7140.

STATUS

The district's negotiators and the Classified Senate have met and conferred regarding changes to the Employee Manual, which were subsequently ratified by the Classified Senate. The economic and non-economic issues were reviewed with the board of trustees in closed session throughout the meet and confer process. The Classified Senate Employee Manual is available at the link above, and a copy is on file with the secretary of the board of trustees.

RECOMMENDATION

Approve MiraCosta Community College District Classified Employee Manual, as stated above.

Subject:	Attachment:
Ratify Memorandum of Understanding 21-02 with the Classified Senate	Memorandum of Understanding 21-02 with the Classified Senate
Category:	Type of Board Consideration:
Consent Items	Information Consent Action
Recommended:	Approved for Consideration:
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In response to the COVID-19 global pandemic, the district has put in place many measures to ensure the health and safety of its students, staff, and faculty. The district and Classified Senate reached an agreement that memorializes the parties' commitment to mitigate the impacts of the COVID-19 pandemic on classified employees' wages, hours, and working conditions while still supporting the district's educational mission. The attached Memorandum of Understanding (MOU) is not intended to change the terms of the Classified Senate Employee Manual, but is instead a one-time, non-precedent-setting agreement between the parties for the fall 2021 semester.

STATUS

The district has negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to the attached MOU with the Classified Senate.

RECOMMENDATION

Ratify Memorandum of Understanding 21-02 between the MiraCosta Community College District and Classified Senate, as stated.

MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Classified Senate
21-02

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta Community College District – Classified Senate (hereinafter referred to as "Senate") (hereinafter collectively referred to as the "Parties"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on classified employee's wages, hours, and working conditions.

This MOU is understood to be a one-time, non-precedent setting agreement between the Parties.

TERMS

Teleworking Policy and Expectations

1. The Parties recognize public health and the safety of students and employees are the highest priorities during the COVID-19 pandemic.

2. The Parties share an interest in the continuity of District operations, while providing the flexibility necessary for classified staff to continue working on campus safely and/or remotely as needed throughout the Fall 2021 semester. Accordingly, as appropriate to the employee's job classification, the District may allow classified employees to telecommute during the term of this MOU.

3. The Parties agree that classified employees are expected to adhere to the following professional expectations while telecommuting. Classified employees shall:

    a. Adhere to their assigned work schedule and perform their work duties as if they are working on-campus.
    b. Participate in scheduled work meetings, trainings, and other department activities as part of their regular duties or as requested by their supervisor.
    c. Be reasonably accessible via telephone, email, videoconference, or network access to their supervisor and other District employees while telecommuting, as if they were working on-campus.
    d. Have a work environment that is reasonably free of distractions, with reliable and secure internet or wireless access.
    e. Take rest periods and meal breaks.

f. Follow standard practices, policies, and procedures for requesting sick, vacation and other leaves of absences.
g. Consult with their supervisors in advance for approval to work additional hours outside of their assigned work schedule, including overtime, extra-time, and/or compensatory time.
h. Notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
i. Maintain a safe and ergonomically appropriate telecommuting worksite.
j. Maintain confidentiality, professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards as normal.
k. Abide by all District and departmental policies and procedures, rules and regulations, and the Classified Senate Employee Manual.

4. The District maintains discretion to adjust or end a classified employee's telecommuting arrangement at any time. To the extent practicable, the District will provide classified employees at least five (5) business days advance notice of any decision to adjust or end the telecommuting arrangement.

5. Classified employees may work with their supervisor to request a flexible work schedule consistent with business and operational needs. To the extent that an employee requests and is approved for a flexible work schedule for their convenience, and not otherwise required by the District, the provisions of section E.2.1 of the Classified Senate Employee Manual related to split shifts and shift differentials shall not apply. The Parties understand that the District is not under any obligation to provide any classified employee with a flexible work schedule.

6. Employees required by the District to regularly work a split shift will receive additional pay as compensation for the inconvenience and additional time required for the completion of the assigned workday.

7. The District shall loan classified employees equipment necessary for telecommuting, such as computers, headsets, webcams, etc. Classified employees must submit an equipment request form to request any such equipment. All equipment supplied by the District is to be used for business purposes only. To the extent that equipment is unavailable for loan, due to budget constraints or equipment shortages, the District shall provide classified employees with a safe place to work on campus.

8. The District is not responsible for costs associated with the setup of a classified employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

9. Use of any private device for the District's business or on behalf of the District is at the employees own risk and the District will not be responsible for any losses, damages, or liability arising out of the use of any device for the District's business or on behalf of the District.

10. All injuries or illnesses that are job-related and sustained by classified employees during established work hours, must be reported promptly to the employee's supervisor and Human Resources immediately.

11. The Parties acknowledge and agree that nothing in this Agreement limits the District's authority to exercise its emergency powers as established by law, policies, and administrative regulations during this pandemic.

12. The regular business of the District, such as Classified Senate and governance committee meetings, will be planned, to the extent possible using District supported remote formats. Access to the meetings will be broadly disseminated via email to those who wish to attend remotely.

13. The District will follow all state and local protocols to maintain a safe working environment for classified employees who must return to campus to perform their work functions.

Compensation

14. **Stipend:** During the fall 2021 semester, eligible classified employees shall be provided a stipend for materials, equipment, and internet service, subject to all applicable taxes.

    a. Eligible classified employees shall receive a stipend in the following amounts:
        i. $350 for 12-month employees;
        ii. $300 for 11-month employees;
        iii. $250 for 10-month employees.

    b. The following classified employees shall not be eligible for the stipend:
        i. Employees on a leave of absence for the entire Fall 2021 semester;
        ii. Employees who regularly perform their job duties on campus during the fall 2021 semester. "Regularly perform" is defined as 50 percent or more of the time;
        iii. Employees in the following job classifications: Building Maintenance Mechanic, CLC Maintenance Technician, Copy Center Technician, Copy Operator, Custodian, Custodial Maintenance Worker, Custodial Supervisor, Energy Management Control Specialist, Facilities Manager, Gardener / Groundkeeper, Grounds Maintenance Specialist, Grounds Supervisor, HVAC Technician, Irrigation Specialist, Lead Building Maintenance Mechanic, Lead Custodian, Lead Groundskeeper, Lead Vehicle and Equipment Mechanic, Locker Room Safety Assistant, Warehouse/Mailroom Specialist, Police Communications / Records Supervisor, Police Community Services Officer, Police Dispatch / Records Technician, Police Officer, Police Sergeant, Police Services Officer, Police Support Assistant, Refuse and Recycling Worker, Vehicle and Equipment Maintenance Assistant, and Warehouse Supervisor.

    c. The stipend shall be paid by December 31, 2021.

Sick Leave

15. If a classified employee is diagnosed with COVID-19, they must report their diagnosis to their supervisor and Human Resources. Any reported diagnosis will be kept confidential to the extent practicable by law.

16. SB 95 COVID-19 Sick Leave will be extended through December 31, 2021.

17. Regular sick leave procedures apply to illnesses or injuries unrelated to the COVID-19 pandemic.

18. Classified employees with medical-related needs, including those in high-risk categories related to the COVID-19 pandemic, may be offered a reasonable accommodation in accordance with the Americans with Disabilities Act. The provision of any individual accommodation will be based on the specific medical needs of the employee and will not establish a precedence or expectation for reasonable accommodations for other employees.

Miscellaneous Provisions

19. Modification: This MOU cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both Parties.

20. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on December 31, 2021.

This agreement will become effective upon approval from the Board of Trustees.

Sunita V. Cooke, Ph.D.	Carl Banks
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	Classified Senate

Subject:	Attachment:
Approve Increase to Hourly Pay Rates Effective January 1, 2022	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✔ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Per California Labor Code, minimum wage is scheduled to increase from the current rate of $14 per hour to $15 per hour in 2022.

STATUS

Effective January 1, 2022, the minimum wage in California will increase to $15 per hour. As a result, the pay rates for hourly job classifications (i.e., student workers, campus aides, apprentices, theatre aides and GEAR UP) currently paid at the minimum wage of $14 per hour, will increase along with the corresponding rates within each classification. This adjustment is necessary to ensure a sufficient differential between levels within each classification that adequately reflects the requisite level of knowledge, skills and abilities required of each level.

Title	Hourly Rate - 2021	Hourly Rate - 2022
Apprentice I	$14.00	$15.00
Apprentice II	$15.00	$16.00
Apprentice III	$16.00	$17.00
Campus Aide I	$14.00	$15.00
Campus Aide II	$16.00	$17.00
Campus Aide III	$18.00	$19.00
GEAR UP Support Staff I	$14.00	$15.00
GEAR UP Support Staff II	$15.00	$16.00
GEAR UP Support Staff III	$16.00	$17.00
GEAR UP Aide I	$14.00	$15.00
GEAR UP Aide II	$16.00	$17.00
GEAR UP Aide III	$18.00	$19.00
Theatre Aide I	$14.00	$15.00
Theatre Aide II	$15.00	$16.00
Theatre Aide III	$16.00	$17.00
Theatre Aide IV	$18.00	$19.00
Student Workers	$14.00	$15.00

The cost to the district for FY2022/23 is estimated to be $55,028.77.

RECOMMENDATION

Approve increase to hourly pay rates effective January 1, 2022, as stated above.

Subject:	Attachment:
Approve Stipend for Classified Administrators and Classified Confidential Administrators	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In response to the COVID-19 global pandemic, the district has put in place many measures to ensure the health and safety of its students, staff, and faculty while supporting the district's educational mission.

STATUS

Classified administrators and classified confidential administrators who have been working remotely while supporting the district will receive a one-time stipend of $350 for fall 2021 to cover equipment and internet service costs in completing their duties.

Classified administrators and classified confidential administrators who regularly perform their job duties on campus during the fall 2021 semester are ineligible for the stipend. "Regularly perform" is defined as 50 percent or more of the time.

RECOMMENDATION

Approve stipend for classified administrators and classified confidential administrators, as stated above.

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

BACKGROUND

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

The CPC convened five curriculum approval meetings beginning August 26, 2021, and ending October 28, 2021. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

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

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

Tech Review then forwards the proposal to CPC.

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

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

STATUS

Credit course approvals include the addition of 21 new courses, 45 modifications of existing courses, and 7 deletions of courses. In addition, four new Certificates of Achievement (COA), two new Associate of Arts (AA) degrees, and three new Associate of Science for Transfer (AS-T) degrees were approved. Four COAs, three COPs, four AA degrees, one AS degree, and three AA-T degrees were modified. Only one program, a COP in Medical Office Clinical Professional was deleted. There was a total of 8 new general education (GE), 19 new 100 percent online (O), and 1 new hybrid only (H) approvals.

Noncredit course approvals include 13 new courses with 11 receiving 100 percent DE approval, 6 modified courses, and 5 deleted courses. Noncredit saw the addition of five new programs, and no programs were modified or deleted in this packet.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2022-2023 Catalog and the attached list of courses and programs with code update changes.

2022/23 Curriculum Approvals
Effective: August 2022
Part I

I. Credit Course Level
A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
ART	ART	262		Introduction to Silkscreen: This course introduces silkscreen, or serigraphy, within contemporary printmaking applications for the creation of multicolor prints using water-based techniques. The course includes instruction in direct and indirect methods of screen production, focusing on photo-based processes, as well as manual and digital applications. Course content includes demonstrations of technique, critiques, discussions, lectures, studio work, and visiting artist lectures. It emphasizes craftsmanship and individual expression and encourages experimentation in the use of materials.	3	10/28/2021
ART	ART	268	O	Film Photography III: This course builds upon skills learned in Film Photography II (ART 208). In this advanced-level photography course, students study historical and contemporary practices in image-making and a variety of techniques to further their skills in the medium. The course covers non-traditional and alternative printing processes as well as incorporating digital tools and mixed-media approaches, and it emphasizes the development of a broader definition of photographic practice within the student's skill set. The course culminates with a professional portfolio of finished work.	3	10/28/2021
ART	ART	269	O	Film Photography IV: This course is designed for advanced students wishing to major in art with an emphasis in photography. Students work closely with the instructor to create a cohesive body of work for a portfolio or exhibition. The course emphasizes production, documentation, and analyzing one's artwork and is intended to aid in preparing a portfolio for application for transfer into a university program. Students should contact the instructor prior to enrollment to discuss topics related to the medium. Students are required to visit exhibitions and attend field trips to view artworks and advance their understanding of contemporary art and practice. Students are required to produce a final portfolio or exhibition at the end of the semester.	3	10/28/2021

I. Credit Course Level

A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
AUTO	AUTO	110	O/GE	History of the Automobile: This course surveys the history, culture, and societal impact of the automobile in the United States from the early twentieth century through present times. Students examine how the automobile has transformed American society and how it continues to influence social status, consumer purchasing, advertising, consumption, transportation choices, and urban design. The course also explores the automobile's impact on modern day manufacturing processes, technological innovations, market competition, environmental concerns, and governmental regulations.	3	10/28/2021
AUTO	AUTO	201	O	Alternative Fuel Vehicles: This alternative fuel vehicles course emphasizes biodiesel, natural gas, propane, biofuels derived from algae, alcohol/ethanol products (cellulosic and crop-based), and new propulsion sources currently under development. Students learn basic diesel and biodiesel technology, including oil titration and biodiesel production. The course covers the properties of gasoline, alcohol, ethanol, methanol, pressurized fuels such as natural gas and propane, and how crude oil is derived from algae production for use as a carbon-neutral internal combustion alternative. It also examines the environmental, ethical, political, and geopolitical ramifications of the production of these fuels. This course prepares students for employment as entry-level alternative fuel specialists and fleet vehicle attendants.	2	10/28/2021
BUS	ACCT	204	O	Intermediate Accounting I: Students study the conceptual framework of accounting as it relates to the recording, reporting, and disclosing of financial information related to asset valuation and income determination based on generally accepted accounting principles. The course emphasizes corporate financial statements and the accounting procedures used for measuring, recording, and reporting assets. It also covers recent developments in accounting standards and practice. Topics include the acquisition, valuation, and disposition of assets as well as income determination. This course is intended for students majoring in the field of accounting and those seeking additional education in preparation for the Certified Public Accounting (CPA) exam.	4	9/23/2021
BUS	BUS	128	O	Introduction to Supply Chain Management: This course provides an overview of key supply chain management and logistics processes, concepts, and methodologies. The course explores the framework for supply chain management, major issues and challenges, main cost and service elements, key strategies and practices, and strategic role of information technology. Students gain important global business context and explore supply chain management career and educational opportunities.	3	10/14/2021

I. Credit Course Level

A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
BUS	BUS	141	O	Transportation and Logistics: This course provides an overview of the principles and practices of transportation and its role within supply chain management. The course emphasizes physical transportation systems within the context of logistics management. Students gain important global supply chain context and explore transportation and logistics career and educational opportunities.	3	10/14/2021
BUS	BUS	143	O	Warehouse Operations: This course provides an overview of warehousing operations and the processes, technologies, and equipment within a warehouse facility as enablers for an efficient, effective, and comprehensive supply. Students gain important global supply chain context and explore warehousing operations career and educational opportunities.	3	10/14/2021
BUS	BUS	205	O	Manufacturing and Service Operations: This course focuses on the concepts, principles, problems, and practices of operations management. It emphasizes methodologies and processes for effective and efficient management of manufacturing and services operations. Students gain important global business context and explore operations management career and educational opportunities.	3	10/14/2021
COUN	COUN	296-2	O	Academic Planning: This course introduces students to the elements of educational planning specific to their academic and career goals. The course guides students through the multiple stages of creating a comprehensive education plan and culminates in the completion of a personalized plan. The course also introduces students to the various campus support services that are available to help them achieve their goals.	1	10/28/2021
ILNG	SPAN	222	O/GE	Spanish for Native Speakers II: This continuation of SPAN 221 prepares native Spanish speakers with little or no formal training in Spanish for more advanced courses. It develops the student's ability to express opinions and make recommendations in Spanish-language debates and discussions. It addresses listening comprehension, speaking, reading, and writing while emphasizing the improvement of reading and writing skills. Students also learn about regional variations in standard Spanish, Spanglish and code-switching, and the relationship between language and cultural identity.	4	10/14/2021
MATH	MATH	126S	O/GE	Precalculus 1: College Algebra with Integrated Support: This course covers advanced algebra topics including functions and their properties. Topics include one unit of intermediate algebra review, linear, quadratic, polynomial, rational, exponential, and logarithmic functions and their applications, graphs of functions, inverse functions, and systems of equations and inequalities.	5	9/9/2021

I. Credit Course Level

A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
MUS	MUS	188	H	Technology for Music Majors: This survey course presents an introduction to technological tools for students in music performance, music education, and general education. It is designed to introduce basic studio recording concepts, live sound systems, digital audio workstations, MIDI, and music notation software for the performance of classical and jazz/commercial music.	2	10/28/2021
PHSC	EART	106H	O/GE	Earth and Space Science (Honors): This course offers highly motivated students an enriched introduction to the scientific study of the earth. The course introduces astronomy, including planetary origin and motions; Earth science, including origin and composition of Earth, landforms, and plate tectonics; atmospheric processes, including climate and weather; Earth's oceans, other bodies of water, and their currents and tides; the hydrologic cycle. UC CREDIT LIMITATION: No credit if taken after a college level course in astronomy, Earth science, or geology.	3	9/9/2021
PHSC	PHYS	111H	O/GE	Introductory Physics I (Honors): This first course of a two-semester physics sequence covers the properties of matter, mechanics, heat, and waves, including sound. It is intended for students majoring in pre-medicine, pre-dentistry, pre-optometry, and similar areas. This honors course offers highly motivated students the opportunity to conduct self-directed research as well as independent exploration of laboratory equipment and software.	4	9/9/2021
PHSC	PHYS	112H	O/GE	Introductory Physics II (Honors): This second of a two-course physics sequence covers light, electricity, magnetism, and atomic physics. This honors course offers highly motivated students the opportunity to conduct self-directed research as well as independent exploration of laboratory equipment and software.	4	9/9/2021
PSYC	PSYC	105	O/GE	Critical Thinking in Psychology: This course focuses on the development of critical thinking skills related to psychology. Students learn how to evaluate arguments, use basic skills of logic and reasoning, identify common errors of human thinking that impede critical thinking, analyze scientifically based claims within psychology, and identify techniques of persuasion. The course emphasizes the application of critical thinking skills to analyzing the writings of others, writing effective arguments, and understanding contemporary controversies in psychology.	3	10/14/2021

I. Credit Course Level

A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
PSYC	PSYC	121H	O/GE	Human Development (Honors): This course examines the psychological and physical development of the individual from conception through childhood, adolescence, and maturity. It covers major theories of intellectual, physical, emotional, and social development and explores cultural differences in development. The course emphasizes the interdependence of various periods of the individual's life and considers scientific methods, behavioral disorders, death, and spirituality. As an honors course, it provides an enhanced experience for motivated students through advanced coursework and reading materials, enriched analysis and discussion of human development topics, special attention to science in psychology, and refinement of critical thinking skills.	3	10/14/2021
SOC	SWHS	120A	O	Social Work and Human Services Seminar: This course provides students who are participating in a supervised field experience in a community organization, agency, or institution with a weekly class meeting that provides the academic element to the experiential course offering. The course emphasizes the application of concepts gained in the prerequisite or corequisite course to the field experience. It is designed to provide students with an opportunity to develop skills that would facilitate gaining employment in the human services field.	1	10/28/2021
SOC	SWHS	120B	O	Social Work and Human Services Fieldwork: This course offers students a supervised field experience in a community organization, agency, or institution, allowing them to apply knowledge and learn new skills outside of the classroom environment. The course is designed to provide students with an opportunity to observe, practice, and develop skills that would facilitate gaining employment in the human services field.	2	10/28/2021
Total Credit Course Additions: 21						

2022/23 Curriculum Approvals
Effective: August 2022
Part I

I. Credit Course Level
B. Modified Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
ART	ART	207	O	Film Photography I	3	10/28/2021
ART	ART	208	O	Film Photography II	3	10/28/2021
ART	ART	210	O	Printmaking I	3	10/28/2021
ART	ART	218	O	Printmaking II	3	10/28/2021
ART	ART	221	O	Printmaking III	3	10/28/2021
ART	ART	222	O	Printmaking IV	3	10/28/2021
ART	ART	253	O	Applied Digital Photography	3	10/28/2021
AUTO	AUTO	200	O	Automotive Electric and Hybrid Vehicles	4	9/9/2021
BTEC	BTEC	108	O/GE	Biomanufacturing: From Gene to Product	3	10/14/2021
BTEC	BTEC	108H	O/GE	Biomanufacturing: From Gene to Product (Honors)	3	10/14/2021
BUS	HOSP	100	O	Introduction to Hospitality Management	3	8/26/2021
BUS	HOSP	114	O	Hospitality Law	3	8/26/2021
BUS	HOSP	133	O	Introduction to Hotel Management	3	8/26/2021
BUS	HOSP	150	O	Hospitality Cost Control	3	8/26/2021
BUS	HOSP	153	O	Introduction to Food and Beverage Management	3	8/26/2021
CHEM	CHEM	115	O/GE	Introductory General Chemistry: For Allied Health Majors	4	10/14/2021
CHEM	CHEM	115H	O/GE	Introductory General Chemistry: For Allied Health Majors (Honors)	4	10/14/2021
CSIT	CSIT	180	O	Fundamentals of Computer Hardware and Software	4	8/26/2021
DESN	DESN	101	O	Computer-Aided Design and Drafting	4	10/14/2021
HORT	HORT	110	O	Introduction to Sustainable Horticulture	3	10/28/2021
ILNG	SPAN	221	O/GE	Spanish for Native Speakers	4	10/14/2021
KHAN	ATHL	118	O	Basketball Techniques	1	8/26/2021
KHAN	HEAL	200	O	First Aid and Safety	1	10/28/2021
KHAN	HEAL	201	O	CPR and AED	1	10/28/2021
KHAN	KINE	110	O	Walking for Fitness	0.5-1	9/23/2021
LIBR	LIBR	101	O/GE	Introduction to Library Research	1	10/14/2021
LTRSPT	ENGL	50	O	Introduction to College Composition	4	10/28/2021
MATH	MATH	103	O/GE	Statistics	4	10/14/2021
MATH	MATH	126	O/GE	Pre-Calculus I: College Algebra	4	9/9/2021
MATH	MATH	103S	O/GE	Statistics (Honors)	5	10/14/2021
MUS	MTEC	120	O	Digital Audio Production I	2	10/28/2021
MUS	MUS	113	O/GE	The Music of America	3	10/14/2021
MUS	MUS	114	O/GE	History of Rock and Roll	3	10/28/2021
MUS	MUS	130	O	Guitar I	1	10/28/2021
MUS	MUS	131	O	Guitar II	1	10/28/2021
NAAH	NURS	283	O/GE	Medical Surgical Nursing IV	7	8/26/2021
PHSC	EART	106	O/GE	Earth and Space Science	3	9/9/2021
PHSC	PHYS	111	O/GE	Introductory Physics I	4	9/9/2021
PHSC	PHYS	112	O/GE	Introductory Physics II	4	9/9/2021
PHSC	PHYS	280	O	Introduction to Electronics	3	9/9/2021
PSYC	PSYC	121	O/GE	Human Development	3	10/14/2021
SSCI	ECON	101	O/GE	Principles of Economics: MACRO	3	9/9/2021
SSCI	ECON	102	O/GE	Principles of Economics: MICRO	3	9/9/2021
SSCI	PLSC	101	O/GE	Introduction to Political Science	3	9/23/2021
SSCI	PLSC	101H	O/GE	Introduction to Political Science (Honors)	3	9/23/2021

Total Credit Course Modifications: 45

2022/23 Curriculum Approvals
Effective: August 2022
Part I

I. Credit Course Level
C. Deleted Courses

Department	Subject	Course #	Course Title and Catalog Description	Units	Date Approved
MAT	MAT	220	Digital Illustration 2: Advanced Illustrator	3	8/26/2021
MATH	MATH	36	Intermediate Algebra-Learning Assistance for Pre-Calculus	1	9/9/2021
NAAH	MAP	54	HIPAA Compliance	1	8/26/2021
NAAH	NURS	289	Nursing Management of the Client with Diabetes Mellitus	2	9/23/2021
NAAH	NURS	291	Nursing Management of Invasive and Noninvasive Ventilatory Support	2	9/23/2021
NAAH	NURS	296-4	Scholarly Writing for Healthcare Professionals	1	10/28/2021
SOC	SWHS	120	Fieldwork/Practicum in Social Work and Human Services	3	10/28/2021
Total Credit Course Deletions: 7					

2022/23 Curriculum Approvals
Effective: August 2022

Part I

II. Certificate and Degree Level
A. New Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
AUTO	AUTO	COA		Electric, Hybrid, and Alternative-Fuel Vehicle Technician	20	10/28/2021
BUS	ACCT	COA		Foundational Preparation for the CPA Exam Certificate	26	9/23/2021
BUS	BUS		AS-T	Business for Transfer 2.0	27-30	9/9/2021
BUS	BUS	COA	AA	Supply Chain Management	21	10/14/2021
BUS	HOSP		AS-T	Hospitality Management for Transfer	18-21	9/9/2021
MATH	MATH		AS-T	Mathematics for Transfer	21	10/28/2021
NAAH	MAP	COA		Patient Care Coordinator	31	9/9/2021
THEATR	FILM		AA	Film Studies	29-30	10/28/2021

Total New Degree and Certificates: 8

2022/23 Curriculum Approvals
Effective: August 2022
Part I

II. Certificate and Degree Level
B. Modified Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
ART	ART	COA	AA	Digital Photography	18	10/28/2021
AUTO	AUTO	COP		Electric Vehicle, Hybrid Vehicle, and Engine Performance	10	9/9/2021
DESN	DESN	COP		Construction Management	14-15	10/14/2021
HORT	HORT	COA	AA	Landscape Architecture	26	10/28/2021
HORT	HORT	COA	AS	Pest Control Advisor	44	10/28/2021
ILNG	SPAN	COA		Spanish	16	10/28/2021
ILNG	SPAN		AA-T	Spanish for Transfer	19-20	10/28/2021
MUS	MUS		AA	Music	27	10/28/2021
PSYC	PSYC		AA	Human Development	19-20	10/14/2021
PSYC	PSYC		AA-T	Psychology for Transfer	19-22	10/28/2021
SOC	SOC	COP		Research Fundamentals	11	10/28/2021
SOC	SWHS		AA-T	Social Work and Human Services for Transfer	28	10/28/2021
Total Modified Degrees and Certificates: 15						

2022/23 Curriculum Approvals
Effective: August 2022
Part I

II. Certificate and Degree Level
C. Deleted Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
NAAH	MAP	COP		Medical Office Clinical Professional	14.5-15.5	8/26/2021
Total Deleted Degrees and Certificates: 1						

2022/23 Curriculum Approvals
Effective: August 2022
Part I

III. Noncredit Program Level
A. New Program

Department		Program	Date Approved
NCSTVOC	COC	Google Apps Certificate of Completion	9/23/2021
NCSTVOC	COC	Office Clerk Certificate of Completion	10/14/2021
NCSTVOC	COC	Affordable Housing Management Certificate of Completion	10/28/2021
NCGEN	COC	Horticulture Basics Certificate of Completion	10/28/2021
NCGEN	COC	Teacher's Aide Training Certificate of Completion	10/28/2021

Total Modified Noncredit Programs: 5

III. Noncredit Program Level
B. Modified Program

Department		Program	Date Approved
		None.	

Total Modified Noncredit Programs: 0

III. Noncredit Program Level
C. Deleted Program

Department		Program	Date Approved
		None.	

Total Deleted Noncredit Programs: 0

2022/23 Curriculum Approvals
Effective: August 2022
Part I

III. Noncredit Course Level
A. New Course

Department	Subject	Additional Approvals	Course Title and Description	Date Approved
NCSTVOC	NCVOC 33	O	Basic Google Apps	9/23/2021
NCSTVOC	NCVOC 34	O	Intermediate Google Apps	9/23/2021
NCGEN	NCWRT 15	O	Genre Writing	9/23/2021
NCGEN	NCWRT 13	O	Beginning Film and Digital Media Production	10/14/2021
NCSTVOC	NCAHM 50	O	Introduction to Affordable Housing Management	10/28/2021
NCSTVOC	NCAHM 51	O	Emerging Leaders in Affordable Housing Management	10/28/2021
NCGEN	NCHORT 5		Garden Planting and Maintenance	10/28/2021
NCGEN	NCHORT 10	O	Introduction to Sustainable Horticulture	10/28/2021
NCGEN	NCWFP 40	O	Teacher's Aide Training - The Basics	10/28/2021
NCGEN	NCWFP 41	O	Teacher's Aide Training - Educational Technologies	10/28/2021
NCGEN	NCWFP 42	O	Teacher's Aide Training - Special Education	10/28/2021
AHS	NCENG 50	O	Introduction to College Composition	10/28/2021
NCGEN	NCHAS 60		Water Fitness for Older Adults	10/28/2021

Total New Noncredit Course: 13

III. Noncredit Program Level
B. Modified Course

Department	Subject	Additional Approvals	Course Title	Date Approved
NCESL	NCESL 15	O	Multilevel Beginning English as a Second Language	9/23/2021
NCESL	NCESL 25	O	Multilevel Beginning-Intermediate English as a Second Language	9/23/2021
NCESL	NCESL 35	O	Multilevel Beginning-Advanced English as a Second Language	9/23/2021
NCGEN	NCHAS 12	O	Nutrition and Fitness for Better Health	10/14/2021
NCSTVOC	NCVOC 50	O	Basic Auto Maintenance	10/14/2021
AHS	HSIFA 13	O	Beginning Film and Digital Media Production	10/14/2021

Total Modified Noncredit Courses: 6

III. Noncredit Program Level
C. Deleted Course

Department	Subject	Additional Approvals	Course Title	Date Approved
AHS	HSMTH 30		Geometry Essentials	9/23/2021
NCGEN	NCMTH 30		Geometry Essentials	9/23/2021
NCSTVOC	NCVOC 42		Introduction to Architecture	9/23/2021
NCGEN	NCWFP 70		Job Readiness for Workplace Success	9/23/2021
NCGEN	NCABE 70		Job Readiness for Workplace Success	9/23/2021

Total Deleted Noncredit Courses: 5

Subject:	Attachment:
Ratify Purchase for Technology Equipment and Peripherals	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As the district plans, addresses, and responds to the effects of the COVID-19 pandemic, the need for additional technology has been identified. To support socially-distanced learning environments for students and hybrid work schedules for all employees, additional computers, laptops, monitors, and their associated peripherals will need to be procured.

STATUS

Pursuant to board resolution No. 21-19/20, Emergency Conditions and Response to COVID-19, authorizes the superintendent/president, and/or their designee, to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff through relocation and the provision of alternative educational program offerings.

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 VII.K was approved at the July 15, 2021, meeting, authorizing 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 materials, at the lowest cost and best overall value for district technology purchases.

The following laptops, computers, monitors, and peripherals have been identified with a total list cost (including sales tax and e-waste fee) of $3,311,257.49, with an overall negotiated discount of 58 percent, utilizing the referenced FCCC Contract, resulting in a district total cost (including sales tax and e-waste fee) of $1,393,027.16.

This purchase was funded through CARES Act funds for use during COVID-19.

QTY	UOM	Description	Department	Qty
775	EA	Latitude 5420	Biology	144
			Math	64
			Biotechnology	28
			Chemistry	128
			Library	200
			STEMLC	56
			Faculty/Staff	155
QTY	UOM	Description	Department	Qty
250	EA	Dell 24” Monitor	Faculty/Staff	Varies
150	EA	Dell Multi-Device Wireless Keyboard and Mouse		
60	EA	Dell USB-C Adapter		
220	EA	Dell Thunderbolt Dock		
30	EA	Dell Optical Mouse		
30	EA	Dell Power Adapter		
QTY	UOM	Description	Department	Qty
18	EA	Latitude 5521	STEMLC	18
18	EA	Dell Essential Sleeve		
QTY	UOM	Description	Department	Qty
3	EA	XPS17 9701 (No Touch Screen	Astronomy	10
7	EA	XPS17 9701 (With Touch Screen		
10	EA	Dell Prop Hybrid Briefcase Backpack		
QTY	UOM	Description	Department	Qty
7	EA	Dell Latitude 7320 Detachable	STEMLC	7
7	EA	Dell Commercial Grade Case for Latitude 7320		
7	EA	Dell Latitude 7320 Detachable Keyboard		
7	EA	Dell Latitude 7320 Detachable Active Pen		
QTY	UOM	Description	Department	Qty
37	EA	Mobile Precision	Biology	37

RECOMMENDATION

This purchase has been reviewed by the interim dean, academic information systems and the director, purchasing and material management, at the cost of an amount not to exceed $1,393,027.16.

Subject:	Attachment:
Approve and Execute Notice of Completion - Bid #MM-19-112 SAN Student Services and Administration Building Project No. 04101	None
Category: Consent Items	**Type of Board Consideration:** Information ✓ Consent Action
Recommended: Tim Flood Vice President, Administrative Services	**Approved for Consideration:** Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On October 26, 2021, Barnhart-Reese Construction, Inc. completed all the work associated with Bid #MM-19-112 SAN Student Services and Administration Building project. The original construction contract amount for Barnhart-Reese Construction, Inc. was $10,552,912, and the total change order amount for this project was $931,944.50. This project had a final construction cost of $11,484,856.50.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Approve and execute Notice of Completion for the Bid #MM-19-112 SAN Student Services and Administration Building Project No. 04101.

Subject:	Attachment:
Ratify and Approve Contracts and Purchase Orders—September 30, 2021 through October 29, 2021	Contract and Purchase Order Ratification List
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. ($96,700), 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
September 30, 2021 through October 29, 2021

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**
21002930	Vaughn Irrigation Services Inc	Water sampling for the CDC building 8000	$12,277.00
21002931	Mesa Energy Systems, Inc.	Building 3400 HWH Boiler Replacement	$36,900.00
21002932	Maurice Gannon	Facilities Yard Expansion Flatwork	$24,275.00
21002934	Frontier Fence Company Inc	Track and Field Fence Repair and Gate Install	$10,980.00
21002964	Maurice Gannon	4D Drainage Installation and Repair	$5,975.00

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 – $96,700			
PO #	**Vendor**	**Description**	**Amount**
21002695	Reach Local Inc	Advertising (CLC)	$58,500.00
21002836	Grossmont-Cuyamaca Community College Dis	Contract Services (TCI)	$85,273.00
21002858	City of Carlsbad	Blanket (TCI)	$71,476.00
21002911	San Diego Workforce Partnership, Inc.	Consulting (Career Ed)	$30,000.00
21003017	Graduate Communications	Consulting Firms/Individuals (Career Ed)	$28,500.00
21003026	Dell Marketing L P	Technology Equipment (AIS)	$52,587.59
21003027	Academic Impressions	Membership (HR)	$30,000.00
21003047	Bio Rad Laboratories	Instructional Equipment (Biotech)	$31,750.09

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**
21002290	AudienceView Ticketing Corporation	Contract Services (Theat)	$21,350.00
21002707	CDW-G (Punchout)	Technology Equipment (Music)	$10,132.25
21002714	Automated Regional Justice	Contract Services (Police)	$10,086.00
21002715	Victoria Recano	Advertising (TCI)	$13,801.88
21002716	s-Comm, Inc.	Equipment and Supplies (DSPS)	$18,043.73
21002731	Liesl Boswell [C]	Consulting (VP Admin Serv)	$12,416.50
21002735	BSN Sports	Supplies (KHAN)	$14,799.83
21002754	American Association of Community Colleges	Membership (Pres)	$17,539.00
21002764	Downs Government Affairs, LLC	Consulting (Pres)	$12,000.00
21002767	Skill Survey	Contract Services (HR)	$11,730.00
21002788	EMSI	Maintenance Agreement (Career Ed)	$16,000.00

21002811	TPR Education LLC	Consulting (Stud Serv)	$14,700.00
21002823	EMD Millipore Corporation	Maintenance/Service (Fac)	$14,774.23
21002895	Botsford Construction Inc	Contract Services (Biotech)	$15,525.00
21002937	Mesa Energy Systems, Inc.	HVAC Automation Service (Fac)	$15,000.00
21002949	Parron Hall Office Interiors	Furniture (Stud Life/Lead)	$14,294.89
21002973	Molecular Devices	Instructional Equipment (Biotech)	$24,356.25
21002980	Telsco Industries	Service (Fac)	$10,140.00
21003036	Pearson Education	Exam Fees (Career Ed)	$12,000.00
21003044	VWR International LLC	Instructional Equipment (Biotech)	$10,528.77
21003045	Precision Systems Inc	Instructional Equipment (Biotech)	$19,620.77

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**
21002699	Parent Institute for Quality Education	Consulting (Stud Serv)	$8,000.00
21002708	Amazon (Punchout)	Instructional Equipment/Supplies (Music)	$6,821.74
21002709	Computers 2 SD Kids	Supplies (Stud Sup)	$7,500.00
21002723	Workday Inc	Software License (Bus Ser)	$6,300.00
21002724	Liesl Boswell [C]	Consulting (VP Admin Serv)	$9,350.00
21002730	Pacific Coast Athletic Conference	Membership (KHAN)	$7,500.00
21002732	Oracle America Inc	Software agreement (AIS)	$6,589.44
21002744	CDW-G (Punchout)	Technology Equipment (Fac)	$8,406.77
21002752	iContact Marketing Corp	Membership (PIO)	$5,500.00
21002755	Workday Inc	Online Training (Bus Admin)	$8,360.00
21002819	K-12 Technology Group	Software Maintenance (AIS)	$8,800.88
21002848	SDICCCA	Membership (Pres)	$6,500.00
21002869	Eppendorf North America Inc	Supplies (Biotech)	$7,166.15
21002903	GradLeaders Inc	Software Maintenance (Caeer Ed)	$6,000.00
21002959	CDW-G (Punchout)	Technology Equipment (Career Ed)	$7,713.52
21002969	McGraw-Hill Education Inc	Software Maintenance (Math)	$6,300.00
21002976	Community Playthings	Equipment (CDC)	$5,701.64
21002982	Cole-Parmer Instrument Company	Instructional Equipment (Chem)	$7,671.73
21003006	Eppendorf North America Inc	Instructional Equipment (Biotech)	$6,646.55
21003013	Eppendorf North America Inc	Instructional Equipment (Biotech)	$6,357.52
21003020	Window Shine Professional Services	Contract Services (Fac)	$9,880.00
21003024	International E-Z UP	Equipment (CARE)	$7,231.29
21003034	Advantage Mailing Inc	Printing (PIO)	$8,732.91

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**
21001511	Hudson Printing	Blanket (PIO and Pur)	$10,825.00
21002285	Summit Steel Inc	Blanket (TCI)	$6,495.00

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**

	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: $973,682.92
Ratify MCC purchase orders 21002290 through 21003052.

Capital Improvement Program Contract and Purchase Order Ratification List
September 30, 2021 through October 27, 2021

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**
21002759	Botsford Construction, Inc.	04004 Construction Services (CLC)	$8,970.00
21002799	DICA Enterprises, Inc.	04244 Construction Services (OCN)	$32,730.00

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**
21002769	Parron Hall Office Interiors	04102 Furniture (SAN)	$72,361.75
21002859	VWR International LLC	04103 Furniture (SAN)	$27,200.80

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**
21002800	Parron Hall Office Interiors	04103 Furniture (SAN)	$10,752.91
21002802	Parron Hall Office Interiors	04103 Furniture (SAN)	$24,595.02
21002860	Vantage Technology Group	04216 Technology Consulting Services (OCN)	$15,750.00

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**
21002760	Cardtronics USA, Inc.	04102 Moving Services (SAN)	$1,476.71
21002761	CDW Government, Inc.	04208 IT Equipment (OCN)	$6,320.55
21002765	McKesson Medical- Surgical Government	04102 Medical Device Supplies (SAN)	$6,957.21
21002842	FastSigns	04244 Signage (OCN)	$505.21
21002843	Vantage Technology Consulting Group	04215 Technology Consulting Services (OCN)	$6,400.00
21002844	Elite Relocation Services	04004 Moving Services (CLC)	$4,026.00
21002845	Vantage Technology Consulting Group	04005 AV Equipment (CLC)	$4,700.00

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**
20000807	Class Leasing LLC	04207 Change Order 1 (OCN)	$22,867.03
20001321	Class Leasing LLC	04212 Change Order 1 (OCN)	$13,180.00
20001395	Williams Scotsman, Inc.	04244 Change Order 1 (OCN)	$7,716.69
20001395	Williams Scotsman, Inc.	04244 Change Order 2 (OCN)	$2,051.34

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**
20000592	Balfour Beatty Construction LLC	04201 Change Order 3 (OCN)	$30,521.86
20000592	Balfour Beatty Construction LLC	04201 Change Order 4 (OCN)	$312,150.00
20000593	Balfour Beatty Construction LLC	04204 Change Order 4 (OCN)	$9,462.72
20000593	Balfour Beatty Construction LLC	04204 Change Order 5 (OCN)	$722,450.00
20000595	Swinerton Builders	04203 Change Order 9 (OCN)	$105,944.00
20000595	Swinerton Builders	04203 Change Order 10 (OCN)	($78,549.45)
21001232	Align Builders	04013 Change Order 2 (OCN)	$59,198.25

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**
21002768	MJK Architecture	04112 Architectural Services (SAN)	$265,470.00
21002770	MJK Architecture	03722 Architectural Services (Program-wide)	$30,000.00
21002801	MJK Architecture	04108 Architectural Services (SAN)	$7,500.00

MM-17-001 – Architectural and Engineering 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 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**
	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 IX.K (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is $1,200,000.

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

MM-17-003 – Civil Engineering Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**

	No Entries This Month		

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

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

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

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

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

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

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

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

MM-19-014 – Special Inspection Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
21000016	Consulting & Inspection Services, LLC	04109 Change Order No. 1 (SAN)	$28,990.00

Total Contract Expenditures: $1,761,698.60
Ratify purchase orders —21002760- 21002761,21002765, 21002769, 21002800, 21002802, 21002842-21002845, 21002859-21002860
Ratify purchase orders (Task Orders) — 21002768, 21002770, 21002801
Ratify purchase orders (Contracts) — 21002759, 21002799

Subject:	Attachment:
Approve Release Time for Classified Staff Recognition	None
Category:	Type of Board Consideration:
Consent Items	Information ✓ Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As a way to express appreciation for the important service rendered to the college, the board of trustees has traditionally approved release time for classified employees who desire to attend a year-end luncheon, which this year will be held on Friday, December 10, 2021, with release time beginning at 12:30 p.m.

STATUS

As an expression of appreciation to classified employees who could not attend the gathering, one hour of release time at the end of their regular shift is proposed as recognition of their service during this academic year. The release time would involve closing college offices one hour early, except the Admissions and Records and College Police departments, which would be covered by temporary employees.

RECOMMENDATION

Approve release time for classified employees.

Subject: **Public Hearing 4:30 p.m. – Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees**	**Attachment:** **Notice of Public Hearing Published and Posted on November 5, 2021**
Category: **Public Hearing**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

National Demographics Corporation, the district's demographic consultant for purposes of realigning the board's trustee areas in compliance with Education Code §5019.5 and other state and federal laws, will have presented three draft map options for rebalancing the trustee area lines.

STATUS

This is an opportunity for the board to hear from members of the public regarding the draft proposals to rebalance the trustee areas.

RECOMMENDATION

Conduct the public hearing; provide any guidance regarding additional maps or changes to the existing maps that the board would like to see at its next scheduled meeting on this topic in January 2022, at which time it is anticipated that the board will conduct a further public hearing and adopt a final map for elections beginning in November 2022.

NOTICE OF PUBLIC HEARING

MIRACOSTA COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Board of Trustees of the MiraCosta Community College District to receive public input and testimony regarding revisions to the District's trustee area plan. Education Code § 5019.5 requires each district that elects its governing board "by-trustee area" to adjust the trustee area plan following the release of the Census. The Board will consider plans based on the 2020 Census.

The public hearing is scheduled as follows:

DATE: November 18, 2021

TIME: 4:00 p.m.

LOCATION: Zoom Webinar, Passcode: 905749
https://miracosta-edu.zoom.us/j/97809760278?pwd=a0gwaGZ4Z0RScnpPeHN3NE1OZ1BGZz09

The public hearing will take place as a part of a regular Board of Trustees meeting. This is the first of two scheduled public hearings. The second hearing is scheduled for January 27, 2022. The Board anticipates taking action at the second hearing to adopt final, adjusted trustee area boundaries.

Please contact Julie Bollerud at (760) 795-6610 for more information.

Subject: **Establish Date and Time of Annual Organizational Board Meeting**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Education Code sections 35143 and 72000 provide that the 2021 organizational meeting shall be held between December 10 and December 24, inclusive, and the day and time for the annual organizational meeting shall be selected by the Board of Trustees at its regular meeting held immediately prior to December 1, unless otherwise provided by rule of the Board of Trustees.

STATUS

Annual organizational meetings have historically been held on the same day of the week as regular board meetings, which this year would be Thursday, December 16, 2021, at 4 p.m.

RECOMMENDATION

Approve Thursday, December 16, 2021, at 4 p.m. as the date and time of the annual organizational board meeting.

Subject: **Approve Not to Exceed Guaranteed Maximum Prices and Corresponding Change Orders to Design-Build Services Contracts for the Oceanside Health and Wellness Hub Projects: New Gymnasium Project and Allied Health Project**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information** **Consent** **Action** ✔
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

On September 12, 2019, the board approved docket item VIII.F, which awarded the first three (3) design-build service contracts under the Measure MM program to Balfour Beatty + HMC ("DBE"). These contracts were for the Oceanside Health and Wellness Hub, which included the following projects: 1) New Parking Lot 5A&B Project; 2) New Gymnasium Project; and 3) Allied Health Project (collectively referred to herein as "Projects" and "Contracts" and individually referred to herein as "Project" and "Contract").

The Projects were bundled together for procurement purposes; however, each Project stands alone and has its own separate Contract, schedule, bonding, insurance, and other project specific documents. The separate Contracts approved by the board at its September 12, 2019, meeting were for the DBE to provide two of the three phases of design-build services, which are Collaboration Phase Services (Phase 1 Services) and Design Through Agency Approval and Final Guaranteed Maximum Price Phase Services (Phase 2 Services) for each Project.

Per the Projects' Contracts, at the conclusion of Phase 2 Services, the DBE is to provide district staff and Program Management Office staff ("PMO") a proposed Final Guaranteed Maximum Price for Phase 3, Construction Phase Services ("GMP") for each Project for district staff's and PMO's review and recommendations to the board for approval or rejection of each GMP, per prior docket item VIII.F. If the board approves the GMP for each, and/or any, of the three (3) Projects, district staff/PMO will subsequently issue DBE a change order for the Construction Phase Services for the GMP amount.

STATUS

While DSA has not yet finalized its review and approval of the project design for these two remaining Projects, DSA's approval of same is imminent. In anticipation of receiving final DSA approval for these projects, and to address and mitigate any impacts to these projects related to market escalation and supply chain disruptions, as well as to allow construction timelines for both projects to be achieved, the DBE has submitted its proposed final GMP's to district staff and PMO for both the New Gymnasium Project and the Allied Health Project in advance of DSA finalizing its review and approval of the projects' designs.

District staff and PMO have reviewed the DBE's proposed GMP, are in the process of reviewing the back up to support the DBE's proposed GMPs, and are finalizing negotiations with the DBE to present to the board for approval a GMP of $30,556,112 for the New Gymnasium Project and a GMP of $19,541,037 for the Allied Health Project. Both of these GMPs presented by the DBE and recommended for approval by district staff and the PMO are within the board approved project budget of $43,092,096 for the New Gymnasium Project and $26,168,334 for the Allied Health Project. Moreover, given that DSA has not yet finalized its review and approval of the projects, each of the aforementioned GMPs include a district controlled DSA final comment allowance to cover any additional costs that could result from DSA's final approvals requiring changes to the projects' current design status that could increase construction costs. Any unused portion of these district controlled DSA final comment allowances will be credited back to the district via a deductive change order to the respective project(s) contract(s).

RECOMMENDATION

Given the foregoing, district staff and the PMO recommend as follows, and request that the board take the following actions:

1. Approve a not to exceed Guaranteed Maximum Price of $30,556,112 for Construction Phase Services of the New Gymnasium Project, inclusive of the district controlled DSA final comment allowance to be memorialized via a change order; and
2. Approve a not to exceed Guaranteed Maximum Price, of $19,541,037 for Construction Phase Services of the Allied Health Project, inclusive of the district controlled DSA final comment allowance to be memorialized via a change order.

Subject: **First Quarter Fiscal Report**	**Attachment:** **1. Quarterly Report on Cash and Investments** **2. Quarterly Financial Status Report, CCFS-311**
Category: **Information**	**Type of Board Consideration:** ✔ **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Title 5, section 58310 of the California Code of Regulations, requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district's financial condition at least once every three months. The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q (applicable for 1Q, 2Q, and 3Q) and Report of Investments and is to be prepared on forms provided by the Community College System Office and submitted to the appropriate county offices and system office no later than 45 days following the completion of each quarter. The certified report is to be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

STATUS

The first quarter report for the period ending September 30, 2021, is attached. The Quarterly Report of Investments includes both district funds within the County Pooled Investments and proprietary and fiduciary funds held by the district.

1. The Unrestricted General Fund balance (Reserves) fiscal year-end projection is 28 percent versus the adopted budget of 27 percent. The increase is due to the transfer of the HEERF fund (CARES ACT) of $1.6 million, as Other Financing sources, for the outstanding student debt from March 2020 through the fall 2021 semester. HEERF I and II has made eligible the student debt write-off as lost revenue for the district.

2. The total year revenue projection is $141.8 million, which includes the increase from the transfer of CARES ACT funds for student debt.

3. The total year revenue less expense projection is $3.7 million, from the revenue transfer from the HEERF fund. Further analysis of revenues and expenses will be done after the first semester, which will inform the district of a new projection.

4. The cash balance in the combined general Fund 11 (unrestricted) and Fund 12 (restricted) for period ending September 30, 2021, was $21 million. The district will receive the next major property tax revenue in December 2021. The cash balance for Fund 41-Capital Outlay was $24.5 million. The cash balance for Fund 43-General Obligation bond was $239.5 million from series B bonds, which includes $7.3 million of interest earned from both series A and series B since inception.

5. The OPEB trust balance for period ending September 30, 2021, was $33.5 million. The fiscal year-to-date rate of return was -0.30 percent, due to the market fluctuations in this quarter. Total funded accrued liability was 125 percent. The new actuarial report will be available in November 2021, and the district's funded liability will be calculated based on the new liability amount.

RECOMMENDATION

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: November 18, 2021

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, September 30, 2021

The district's total cash and investment status report. The Other Post-Employment Benefit (OPEB) Trust Investment account, is an irrevocable trust and can only be used for the Retiree Health benefit costs.

Actual-to-Budget, CCFS *Quarterly Financial Status Report*	Amount
Revenues	
FY22 Adopted Budget	$140,223,756
FY22 Projected Budget	$141,751,660
FY22 Actual as of September 30, 2021	$8,962,211
FY22 Actual YTD to Projected Budget	6.3%
Expenses	
FY22 Adopted Budget	$137,885,139
FY22 Projected Budget	$138,064,285
FY22 Actual as of September 30, 2021	$29,149,576
FY22 Actual YTD to Projected Budget	21.1%

Cash Deposits and Investments, *Quarterly Report of Investments*	Balance
Total Cash in the County pooled investment fund (combined funds)	**$285,506,966**
Detail by Fund below:	
o General Fund 11 & 12	$21,028,548
o Capital Outlay Fund 41	$24,466,073
o General Obligation Bond Fund 43	$239,488,080
o All Other Funds	$524,265
o Rate of Return Fiscal YTD	0.180%
Cash in bank deposits	$7,583,524
o Rate of Return	NA
Cash in Money Market instruments (Bookstore Fund)	$148,909
o Rate of return	0.05%
OPEB Trust Balance	
Balanced Fund Portfolio as of September 30, 2021	$33,457,489
o Rate of Return 09/30/2021 Fiscal YTD (Annual Target 5.5%)	-0.30%
o Funded Accrued Liability	125.2%

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2021-2022

District: (050) MIRACOSTA

Quarter Ended: (Q1) Sep 30, 2021

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
I.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,106,621	130,698,321	135,739,684	140,193,756
A.2	Other Financing Sources (Object 8900)	0	45,068	1,726,909	1,557,904
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	130,106,621	130,743,389	137,466,593	141,751,660
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	121,004,340	120,956,934	119,764,121	129,038,285
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,812,202	8,040,335	15,981,045	9,026,000
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	127,816,542	128,997,269	135,745,166	138,064,285
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	2,290,079	1,746,120	1,721,427	3,687,375
D.	**Fund Balance, Beginning**	28,448,924	30,739,003	33,366,792	35,101,240
D.1	Prior Year Adjustments + (-)	0	-37,637	13,021	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	28,448,924	30,701,366	33,379,813	35,101,240
E.	**Fund Balance, Ending (C. + D.2)**	30,739,003	32,447,486	35,101,240	38,788,615
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	24%	25.2%	25.9%	28.1%

		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
II.	**Annualized Attendance FTES:**				
G.1	Annualized FTES (excluding apprentice and non-resident)	10,229	9,998		N/A

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

		As of the specified quarter ended for each fiscal year			
		2018-19	2019-20	2020-21	2021-22
H.1	Cash, excluding borrowed funds		21,674,000	20,242,058	22,937,708
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	19,629,067	21,674,000	20,242,058	22,937,708

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,193,756	140,193,756	7,404,307	5.3%
I.2	Other Financing Sources (Object 8900)	30,000	30,000	1,557,904	5193%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	140,223,756	140,223,756	8,962,211	6.4%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,859,139	129,038,285	29,084,513	22.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,026,000	9,026,000	65,063	0.7%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	137,885,139	138,064,285	29,149,576	21.1%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	2,338,617	2,159,471	-20,187,365	
L	Adjusted Fund Balance, Beginning	35,101,240	35,101,240	35,101,240	
L.1	**Fund Balance, Ending (C. + L.2)**	37,439,857	37,260,711	14,913,875	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	27.2%	27%		

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

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

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

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

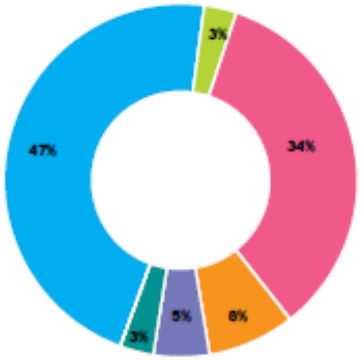
Mira Costa Community College District
Balanced (50% Fixed Income, 50% Equity)

9/30/2021

Change in Portfolio - 1st Quarter of Fiscal Year 2022

Portfolio Value on 6/30/2021	33,571,048
Contributions	0
Withdrawals	0
Change in Market Value	(278,409)
Income Received	175,859
Portfolio Fees	(11,009)
Portfolio Value on 9/30/2021	33,457,489

Asset Allocation



- Global Equity
- Natural Resources
- Investment Grade Bonds
- TIPS
- High Yield Bonds
- Bank Loans
- Cash & Short-Term Bonds

Trailing Period Performance

	1Q22 (%)	Fiscal YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Mira Costa Community College District	-0.3	-0.3	13.9	8.8	8.5	7.8	7/1/2009	8.5
Policy Benchmark [1]	*-0.3*	*-0.3*	*14.8*	*9.9*	*9.2*	*NA*		*NA*
CPI Medical Care (Inflation)	*0.3*	*0.3*	*0.4*	*2.7*	*2.3*	*2.7*		*2.8*

Fiscal Year Performance

	Fiscal Year 2021 (%)	Fiscal Year 2020 (%)	Fiscal Year 2019 (%)	Fiscal Year 2018 (%)	Fiscal Year 2017 (%)	Fiscal Year 2016 (%)	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)	Fiscal Year 2013 (%)	Fiscal Year 2012 (%)
Mira Costa Community College District	20.2	4.4	5.9	7.0	9.2	-0.9	2.6	11.9	8.0	4.9
CPI Medical Care (Inflation)	*0.4*	*5.1*	*2.0*	*2.5*	*2.7*	*3.5*	*2.5*	*2.6*	*2.1*	*4.0*

[1] Policy Benchmark consists of 47% MSCI ACWI IMI, , 1% Vanguard Spliced Global Capital Cycles Index, 1% Spliced U.S. IMI Materials 25/50, 1% Vanguard Spliced Energy Index, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan

MEKETA

Prepared by Meketa Investment Group

Subject:	Attachment:
Annual Financial and Budget Report	CCFS-311 Annual Report
Category:	**Type of Board Consideration:**
Information	✔ Information Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58305 (d) of the California Code of Regulations, requires the chief executive officer or other designee to submit the Annual Financial and Budget Report (311 Annual Report) to the California Community Colleges Chancellor's Office. On or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the chancellor. The district shall also file copies of the report with the appropriate county officers for information and review.

STATUS

The Annual Financial and Budget Report (CCFS-311 Annual Report) for the Fiscal Year 2020/21 Actual results and for the Budget Report for Fiscal Year 2021/22 was certified and filed on October 11, 2021. The due date was changed to October 11, 2021, since October 10 fell on a Sunday. The FY2020/21 Financial summary results and FY2021/22 Budgets were presented at the board workshop on September 2 and approved at the board meeting on September 9.

Notable for FY2020/21 was the compliance of the 50 Percent Law (ECS 84362) of the Current Expense of Education (CEE) where Instructional Salary Cost / Total CEE should be 50 percent or higher. The district's result was 50.21 percent (page 4 of the CCFS Report).

RECOMMENDATION

For information only.

Subject: **Instructional Services Division Board Report**	**Attachment:** **None**
Category: **Information**	**Type of Board Consideration:** ✓ **Information Consent Action**
Recommended: **Kristina Denée Pescarmona** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

Learning Centers (Dr. Mike Fino, Dr. Raymond Clark, Scott Fallstrom, Dr. Edward Pohlert, Dr. Denise Stephenson)

The Learning Centers are adapting to changes due to the pandemic. Online services continue to be popular among students, even as in-person services resume.

Nordson Science Technology Engineering and Math / Math Learning Center (STEM/MLC)
Fall 2021 services have seen significant differences from before pandemic. Currently, MLC students have had more than five times the number of interactions online as compared to on-ground, and the STEM Center numbers are even more pronounced. The preference for support continues to be primarily online, and we anticipate ongoing adjustments into the spring semester as we seek to meet the needs of our students. The STEM and Math Learning Centers are preparing for spring 2022 with the reopening of the San Elijo Campus, as well as a greater number of on-ground course offerings at the Oceanside and Community Learning Center campuses.

In fall 2021, the STEM/MLC is also supporting embedded tutors for sections in math, chemistry, and computer science, and has continued to meet our diverse student needs with the highly utilized online weekend and evening/late-night hours.

Retention Services Tutoring and Academic Support (TASC)
One-on-one tutoring appointments have seen a gradual increase. Academic support interventions from September to October increased 35 percent.

Writing Center (WC)
For the fall 2021 semester, the Oceanside Campus Writing Center re-opened for in-person services two days per week. The Community Learning Center also resumed in-person services two days a week starting October 25. Preparations are being made at the San Elijo Campus for in-person services to start in spring 2022.

Most writing support continues to be online. Online drop-in services and appointments are available seven days a week. An asynchronous online writing support service that was available pre-pandemic is now experiencing rapid growth. More than 300 sessions were accessed this past summer, up from only 55 in summer 2019.

School of Continuing and Community Education (John Makevich, Linda Kurokawa, Bea Aguilar, Ruth Gay, Erica Duran, Angela Senigaglia)

MiraCosta's Community Education and Workforce Development (CE&WD) has a new website that blends seamlessly into the design of the recently implemented enrollment and student management platform. The new enrollment software makes it easier for students to browse and enroll into the CE&WD courses, while the student management features will allow us to track student progress and statistics for grants and reporting.

The apprenticeship contract between San Diego Naval Airbase North Island and CE&WD was signed and launched this summer. MiraCosta is providing 30 units of credit classes for 60 apprentices followed by hands-on, skills-based courses at the Technology Career Institute (TCI) in the areas of engineering, machining, electronics, and manufacturing. Design, math and business instructors taught synchronous credit classes this summer in an accelerated format. The contract exists for a five-year period, with many more cohorts of apprentices enrolling in the program over the contract period.

In a collaboration with State Assemblywoman, Tasha Boerner Horvath, CE&WD will be receiving $3.5 million to initiate a pilot internship project for its work skills training programs. The Assemblywoman expects this internship project will be a model for the entire state and that other community colleges may replicate the project as a way to gain higher employment rates for disadvantaged and underserved youth and adults.

Student Success Highlights

Students in the Unmanned Systems Program partnered with the Del Mar Mayor's office to produce a 3D model of the cliffs at Del Mar Beach. They flew drones over the cliffs using mapping software. The city used this information to study erosion over time.

One of the recent TCI Engineering Technician graduates is working with a Southern California drone company to locate and film wildlife for documentary films using drone to track and record.

Tommy and Charlie Gordon, two brothers who completed the TCI's BrewTech Program late last year, just opened a new brewery in San Marcos, *Blue Fire Brewing*.

Continuing Education/Noncredit

The Community Learning Center (CLC) just opened its doors for classes starting October 25. There are a limited number of on-ground classes being offered in the last half of the fall semester, as well as services provided by the Learning Commons (formerly referred to as *Academic Support Services*). As we gradually increase our physical presence on campus, the CLC will be offering many additional on-ground classes in spring 2022.

The continuing education/noncredit programs are in the process of surveying internal and external stakeholders to help improve the brand and marketing efforts. We are working closely with faculty, staff, students, and community members to ensure that the path forward truly

represents the broadest set of educational needs from residents of the district. The new strategy and branding are expected to be rolled out by the 2022/23 academic year.

In celebration of culture, community, and the diversity of those we serve, the CLC is proud to offer a series of monthly student events (currently hosted through Zoom). National American Indian Heritage Month was celebrated on November 3, and a Diversity Day celebration is scheduled for December 1.

We continue to host *Distribution Days* at the CLC to support the increasing needs of students and families during the pandemic. In October, we were able to distribute class materials and laptops to enable students to be successful, learning online.

Honors Scholar Program (Antonio Alarcón, Christopher Sleeper)

In addition to robust enrollments for our seven fall honors courses, another sure sign that the Honors program is returning to normal is that for the first time since the pandemic, the program received 117 honors contracts for the fall 2021 semester.

Highlighting the traditional *Light up the Night* event were five MiraCosta honors alumni who recently graduated from their transfer schools. They shared their experiences at UCLA, UCSD, Cal State Long Beach, UCI, and Baylor with MiraCosta Honors students. As part of our Hispanic-Latinx Heritage month programming, the Honors program hosted Juan Gaytan, a first-generation college student currently finishing his Ph.D. at UC Irvine. Juan's talk focused on the lack of Latino male teachers nationally and what can be done to recruit and retain more Latino males in the teaching profession.

Honors is excited to host its Fall OMNI Conference in December. The showcase will be a hybrid conference with zoom sessions December 6 through December 9 and in-person presentations on December 10 at the Oceanside Campus. Two MiraCosta Honors students, Rolando Pineda and Alexandra Omel were accepted to Southern California Conference for Undergraduate Research (SCCUR) at Cal State San Bernardino on November 20. This conference is one of the largest in the nation and includes students from two and four-year universities and colleges. Congratulations to these students as well as Math Professor Zika Perovic and Anthropology Professor Lynne Miller, who will serve as their mentors.

Career Studies and Services (Benjamin Gamboa, Donna Davis)

Collaboration has long been the hallmark of Career Studies and Services (Career Center).

The Career Center team was featured in the October meeting of the Region 10 community of practice for Work-Based Learning (WBL) and Employer Engagement. A focus of contextualized learning this year is on "teaching in the context of careers." Career Counselor Stacey Mathis presented at the inaugural meeting of the faculty participating in this community of practice and shared the importance of classroom faculty introducing students to careers through curriculum and class sessions.

The Dean of Mathematics and Science Dr. Mike Fino invited the Career Center to partner with math and science faculty to pilot a newly-developed tool that purports to assess twenty-first century (aka "soft") skills. The Career Center team has chosen 12 skills to be assessed. Their choice of skills is based on MiraCosta's institutional competencies and the competencies determined to be most in demand by the National Association of colleges and Employers (NACE). The assessment will be piloted beginning spring 2022.

Associate Faculty in Kinesiology and the Wellness Center Coordinator, Joan Hackett, who also serves part-time as an internship specialist for the Career Center provides seminars to nursing students enrolled in NURS 284, Contemporary Nursing Practice and Leadership. In this class, nursing students create a portfolio, a LinkedIn profile, resume, cover letter, and more to prepare for their job search upon graduating and passing the NCLEX exam. Once per year, MiraCosta RN graduates talk to current nursing students about their experiences preparing for and seeking work.

Six members of the Career Center team continue to serve disproportionately impacted (DI) students through their work as Career Liaisons on the cross-divisional Academic and Career Pathways (ACP) Success Teams, and six student workers serve on each ACP team as Career Peers. They conduct outreach to DI students, share career resources, and invite students and faculty to career-related events

Employers are slowly recovering post-COVID and are beginning to hire new employees. Student Employment Coordinator Viviana Rodriguez coordinated two hiring events. Since MiraCosta College has been designated as a preferred provider of education by Advancing San Diego, MiraCosta students will be eligible to attend a regional hiring event exclusively for students at one of those preferred provider schools on November 18. After the morning hiring event, students may attend several industry break-out sessions to learn more about various industries, such as CS, CSIT, biotechnology, etc. Internship and Employment Specialist Erica Gheorghin promotes these events to students through the college's Job and Internship Network (JAIN).

Library (Zhenya Lindstrom, Michelle Ohnstad, Glorian Sipman)

The MiraCosta librarians and Library staff continued to provide robust online instruction and services to our students in numerous ways during the summer and fall terms, in addition to resuming on-ground instruction and service. The Oceanside Campus Library re-opened to students for in-person access on August 23. The CLC librarians resumed on-ground services on Oct. 26. Librarian staff provide online chat services to students seven days per week, with a Zoom option. The librarians also provided direct instruction to students in multiple online venues, including embedding in English courses, giving online instruction sessions, and participating in multiple student orientations to online learning sessions.

The Library loaned laptops and mobile hotspots to over 500 students during spring 2021; to over 200 students during summer 2021, and to over 600 students during this fall. This effort helped students fully participate in online learning and helped bridge the digital divide for students who lack access to high-speed internet and computers. Books, DVDs, and other physical items were mailed to students upon request, which helped students who could not come to campus during the library's hours. It also cataloged and processed take home items for other departments to assist students in online learning, including microscopes and textbooks for chemistry, Deco Pen tablets for mathematics, as well as lab kits and textbooks for geology.

The Library website was updated in summer 2021 to give a more seamless user experience to students. This included restructuring and adding content based on statistics from the last year of the pandemic and the changing information students have needed. Major improvements for accessibility and universal design were part of these changes.

The Library collaborated with the Mi Gente group to create an online Dia de los Muertos guide, as well as host an altar exhibit. The guide features library resources, as well as video content created by MiraCosta faculty.

In collaboration with the Social Justice and Equity Center, the Library continued work on creating online research guides about resources for disproportionately impacted and underrepresented groups. During fall, the following guides were featured: Latinx/Chicanx, LGBTQIA+, Philipinx American, Native American Alaskan History and Heritage Months, as well as Domestic Violence and Abilities Awareness Month. The Library also created a guide for National Veterans and Military Families Month.

Small Business Development Center (Dr. Al Taccone, Sudershan Shaunak)

Over the last twelve months, the Small Business Development Center's (SBDC) business advisors have helped small businesses obtain over $30 million dollars in financing, most of that coming from the CARES Act Economic Injury Disaster (EIDL) and Paycheck Protection Loan (PPP) programs. The SBDC advisors have also helped these borrowers maximize loan forgiveness under the PPP program.

Since the start of the pandemic, all SBDC business trainings and counseling have been online. This has been an efficient way to provide needed assistance to clients while also following CDC Covid guidelines and providing clients with the added benefit of not having to commute. It has also resulted in a significant decrease in clients cancelling or missing appointments.

The Center is now regularly offering several new programs, including *Selling on Amazon*, *Utilizing Lean Canvas Essentials to Pivot and Succeed During the Pandemic*, and using *Sales Force Essentials to Stay Connected with Customers*".

Government spending has continued during the pandemic, and the SBDC helped its clients receive more than $158 million dollars in government contracts and awards.

Nursing and Allied Health (Sandy Comstock, Sue Simpson)

The Nursing and Allied Health (NAAH) programs fully returned to campus this fall. Students, faculty, and staff are following the CDC guidelines as well as MiraCosta's policies and procedures pertaining to Covid-19 safety. The hospitals welcomed the students back in smaller cohorts on the individual units.

On September 14 and 15, the Board of Registered Nursing conducted their five-year re-approval visit virtually. In addition to completing the self-study report, many college staff members were interviewed by the two consultants, including administrators, faculty, librarians, counselors, students, and some of the hospital administrators and nursing staff. It is a pleasure to report that no deficiencies were found, and only praise and compliments were received, and two recommendations were made.

The Board of Vocational Nursing also conducted a virtual visit on September 21. The program was found to be fully in compliance, and a formal report will follow in a few weeks.

In January 2022, the Certified Nursing Assistant (CNA) program will undergo a reaccreditation by the California Department of Health. Curriculum and self-study forms are in the process of being updated in preparation for the reaccreditation.

Despite COVID 19 restrictions, students in all programs have been progressing nicely. To date, the pass rates for the RN NCLEX is 100 percent, the LVN NCLEX is 100 percent, the CNA licensure is 100 percent, and MAP is 100 percent.

The Medical Assistant Program (MAP) had a new certificate approved by the Chancellor's Office, a two-semester certificate program for training to be a patient care coordinator.

The MA, LVN, and RN students and staff have been participating in Covid-19 vaccination clinics throughout the county, including the on-campus vaccine clinic hosted on October 21. They will participate again at the next scheduled on-campus vaccination clinic on December 1.

Arts and International Languages (Jonathan Fohrman, Gilbert Neri, Trisha Hanada-Rogers, Rosa Viramontes, Steve Torok, Tracy Williams)

It has been exciting to have the arts programs begin to return to campus this semester. Covid continues to present a variety of complex challenges to planning and operations, and this is especially the case for the performing arts events.

The Theatre Department presented its first on-campus theatrical production, *Tiny Beautiful Things*, directed by Theatre faculty Tracy Williams. Just as it was exceptional to enjoy the riveting work as an audience member, it was an enormously impactful experience for the students to be working together, back in the theatre. The faculty and staff went to great efforts to facilitate the process while maintaining high safety standards. The entire program and production team is to be complimented on their troubleshooting, adaptability, and resilience. The dance and music programs are currently planning and preparing for their end of semester performances. The dance concert will take place in the Theatre December 2-5, and the next theatrical production, *Antigone*, is taking place November 11-21. The music concert dates will be announced in the upcoming weeks. We have continued to hold art exhibits online and will return these to the Kruglak Gallery in spring.

In the sphere of study abroad and international education, the School of Arts and International Languages has just received a second grant from California Colleges for International Education to support virtual international exchange. MiraCosta faculty partner with colleagues from international institutions to develop collaborative learning opportunities for the students to work together with peers on assorted projects. This has recently included collaboration between MiraCosta faculty and programs at Saint Augustine University in Tanzania, Universidad Nacional de San Juan (Argentina), and University of Siena (Italy). We are also reinitiating a pilot MiraCosta College Study Abroad program to Florence, Italy for summer 2022, assuming the pandemic does not once again require us to cancel. Kudos to Italian Faculty Andrea Petri, who has been central to the virtual exchange and study abroad developments, as well as the California Colleges for International Education (CCIE) grants. MiraCosta students will have additional study abroad opportunities in the next year through the continued participation as members of the Southern California Foothills Study Abroad Consortium led by Citrus College, which will be offering upcoming experiences in Japan (summer 2022) and London (fall 2022).

Dean of Arts and International Languages Jonathan Fohrman is starting work, in consultation with a team of stakeholders, to reinitiate a public art program at the college. This group will be working in the months ahead to lay the foundation for new projects, establish processes, procedures, and supports, as well as implement enhanced stewardship of the preexisting

collection, and evaluate opportunities presented by art collections that have been recently donated to the Foundation.

Significant leadership positions are being held by faculty, and they should be complimented and congratulated on their leadership and contributions to their wider field. Professor Eric Bishop will be finishing a multi-year term as chair of Region 8 for the Kennedy Center American College Theatre Festival. Region 8 encompasses Southern California, Southern Nevada, Arizona, Utah, Hawai'i and Guam. Professor Lauren Greenwald will be finishing a multi-year term as vice chair of the board of the Society for Photographic Education. This is the primary academic/support organization for this specific sphere of art education.

San Elijo Campus (Antonio Alarcón)

Major construction is currently underway at the San Elijo Campus, with building renovations set to be completed by the end of fall 2021. The new Student Services and Administration Building is completed and will serve as the brand-new face of the San Elijo Campus. In summer 2022, the former Administration Building will come down and be replaced with a beautiful new quad, which will serve as the centerpiece to the San Elijo Campus. The San Elijo Quad design user group has been working to develop a functional, sustainable, and esthetically pleasing space for all to enjoy.

Classes will resume at San Elijo in spring 2022. For the safety of our campus community, the campus will be closed in summer 2022 for the demolition of the 800 building and the landscaping and quad project. Classes will resume in full for the fall 2022 semester.

Letters, Humanities and Communications (Antonio Alarcón, Eric Robertson, Mary Gross, Dr. Robert Bond, Jacob Strona, Maria Figueroa)

The Letters Department has been working diligently to support faculty and students in online environments. In addition to developing, identifying, and utilizing open educational resources, the Letters Department has also developed an initiative focused on removing teaching and learning barriers through Writing with Machines. Our Writing with Machines initiative has been in development to provide instructors with a community of practice focused on taking online teaching of composition to a higher level.