MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR AND SPECIAL MEETING-CLOSED SESSION
4 P.M. – THURSDAY – MARCH 18, 2021
Zoom Conference

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of February 18, 2021
B. Regular Meeting of February 18, 2021

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

PLEASE NOTE: During this time of board meetings being conducted in an online format, public comments, as outlined below, must be emailed to jbollerud@miracosta.edu a minimum of 30 minutes prior to the start of the meeting. Your comment will be read aloud during the meeting. Your email should indicate if you wish the comment to be read at the beginning of the meeting or, if it is regarding an agenda item, if you would prefer the comment to be read at the time the agenda item comes up. All public comments must continue to adhere to the Decorum, also outlined below.

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

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

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

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. FY2020 Annual District and Measure MM Audit Presentation

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve One-Year Extension of the Existing Agreement between MiraCosta Community College District and Classified Senate and a Salary Schedule Increase for 2021/22
C. Ratify Memorandum of Understanding 20-01 with the Classified Senate
D. Ratify Memorandum of Understanding 21-01 with the Faculty Assembly
E. Ratify Memorandum of Understanding 21-02 with the Faculty Assembly
F. Ratify Memorandum of Understanding 21-03 and 21-04 with the Faculty Assembly
G. Ratify Memorandum of Understanding 21-01 with the Academic Associate Faculty
H. Ratify Memorandum of Understanding 21-02 with the Academic Associate Faculty
I. Approve Reorganization for Instructional Services/Administrative Services, Job Description, and Salary Placement - Associate Vice President and Chief Information Services Officer
J. Adopt Resolution Authorizing Designated Agents
K. Approve 2021/22 Material Fees List
L. Approve Curriculum for 2021/2022 Catalog, Part III
M. Notice of Completion – Bid #MM-19-100 CLC Monument and SBDC Demolition
N. Approve FF&E Purchase for CLC Building 100 & 200 Renovation Project – Parron Hall
O. Approve FF&E Purchase for CLC Building 100 & 200 Renovation Project – Virco, Inc.
P. Ratify and Approve Contracts and Purchase Orders February 1 - through February 25, 2021

VIII. ACTION ITEMS

A. Adopt Board Resolution No. 10–20/21, Support of Senate Bill 927 (Medina): Baccalaureate Degree Pilot Program
B. Approve Submission of 2021 California Community Colleges Trustee Board Election Ballot

IX. BOARD POLICIES – PERIODIC REVIEW

A. Board Policy 2015 – Student Trustee

X. INFORMATION

A. Summer 2020 Credit Graduate List
B. Annual Financial Audit Services and Performance Audit of the Building (Measure MM) Fund for FY2021/22

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. DECLARE NEED FOR CLOSED SESSION

A. Conference with Legal Counsel
Anticipated Litigation, Number of Potential Cases: 2
(Pursuant to Government Code section 54956.9(d)(2))
- Public Employment Relations Board Complaint
- JPA 37-2020-00027243

B. 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

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

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

A. Conference with Legal Counsel
Anticipated Litigation, Number of Potential Cases: 2
(Pursuant to Government Code section 54956.9(d)(2))
- Public Employment Relations Board Complaint
- JPA 37-2020-00027243

B. 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

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

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XV. ADJOURNMENT

UPCOMING MEETING
4 p.m. – April 22, 2021
Regular Meeting and
Zoom Conference

Board meetings are normally held in meeting rooms that are accessible to those with mobility disabilities, however, an executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). 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.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **February 18, 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, February 18, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:01 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
Attorney Present: Randy Winet; Lisa Jensen (JPA agent)

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

None.

I. DECLARE NEED FOR CLOSED SESSION

At 2:01 p.m., the board announced the need to enter closed session, along with Superintendent/President Sunny Cooke, Vice President Charlie Ng, and legal counsel, to discuss the following topics:

A. Conference with Legal Counsel

Anticipated Litigation, Number of Potential Cases: 2
(Pursuant to Government Code section 54956.9(d)(2))

- Public Employment Relations Board Complaint
- JPA 37-2020-00027243

B. 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

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

D. Employee Discipline/Dismissal/Release
(Pursuant to Government Code section 54957)

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

At 3:50 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel
Anticipated Litigation, Number of Potential Cases: 2
(Pursuant to Government Code section 54956.9(d)(2))

- Public Employment Relations Board Complaint
- JPA 37-2020-00027243

No action taken.

B. 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.

C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president
No action taken.

D. Employee Discipline/Dismissal/Release
(Pursuant to Government Code section 54957)
No action taken.

XI. ADJOURNMENT

The meeting adjourned at 3:50 p.m.

MINUTES APPROVAL:

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

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

MINUTES OF REGULAR MEETING **February 18, 2021**
(*DRAFT*)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, February 18, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:
Superintendent/President Sunny Cooke
Vice President Diane Dieckmeyer
Vice President Tim Flood
Vice President Charlie Ng
Vice President Alketa Wojcik

III. APPROVE MEETING MINUTES

A. Special Meeting /Closed Session of January 21, 2021
B. Regular Meeting of January 21, 2021

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the special meeting/closed session of January 21, 2021, and the regular meeting of January 21, 2021, were approved.

Vote:	7/0
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. Sabbatical Leave Report – Professor Angela Beltran-Aguilar
Mathematics Department Professor Angela Beltran-Aguilar reviewed her sabbatical leave (spring 2020), during which she earned two certificates in online and technology-enhanced teaching and learning. She enthusiastically shared a view into her online course and her development as an online teacher.

B. Sabbatical Leave Report – Articulation Officer Joanne Benschop
Articulation Officer Joanne Benschop reviewed her sabbatical leave project that focused on developing a guided pathway to the CSUSM K-8 teacher preparation program and the process and partnership involved.

C. 2021/22 Preliminary Budget, Budget Priorities
Administrative Services Vice President Tim Flood provided an overview of the district's FY2020/21 year-to-date budget performance, the Governor's proposed budget for FY2022, the MiraCosta College landscape, the Board of Trustees budget directives, and the next steps for the budgeting process.

The board provided feedback to administration to update and modify budget directives. These recommendations will be incorporated into the 2022 tentative and adopted budget and board leadership will review for accuracy.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Reorganization of Instructional Services, New Job Description and Salary Schedule-Technology Support Services Coordinator, and Approve Reorganization for Student Services
C. Approve Academic Personnel Advancement
D. Approve $300,000 Increase of the Sandbar Diving, Inc. Annual Purchase Order for the Scuba Diving Instructor Training Program
E. Approve Curriculum for 2021-2022 Catalog, Part II
F. Approve Change Order and Renewal of Cloud Computing Services
G. Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update License and Technical Support Services
H. Approval of Program Reserve Fund Use Authorization Criteria and Procedure; Delegation of Authority to Vice President for Administrative Services
I. Approve Use of Cooperative Purchase Agreement for Purchase of FF&E; and CUPCCAA Proposal/Contract for Installation and Related Services with Parron Hall
J. Ratify Budget Transfers/Revisions
K. Ratify and Approve Contracts and Purchase Orders January 1 - through January 31, 2021

Consent Item F and K were pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Merchat, consent items A through E, and items G through J were approved.

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

By motion of Trustee Simon, seconded by Trustee McNeil, consent item F was approved.
Vote: 6/1/0
Aye: Broad, Cassar, Fischer, McNeil, Simon, Pedroza
Abstentions: Merchat
Absent: None

By motion of Trustee Simon, seconded by Trustee McNeil, consent item K was approved.
Vote: 4/3/0
Aye: Broad, Cassar, Fischer, McNeil, Simon
Abstentions: Broad, Merchat, Pedroza
Absent: None

VIII. ACTION

A. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Faculty Assembly for the Contract to Commence July 1, 2021

No public comments.

B. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021

No public comments.

C. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2021

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the MiraCosta Community College District Initial Proposal to the MiraCosta Community College Faculty Assembly for the Contract to Commence July 1, 2021.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

D. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None

Absent: None

E. Approve FY2021/22 Nonresident Tuition Fee

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved a FY2021/22 nonresident tuition fee of $307 per semester credit hour for nonresident students, with no capital outlay charge or processing fee for international students, effective fall 2021.

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

F. Approve Transfer from Program Reserve to Project No. 04105 – SAN B200 Renovation Project

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the transfer of $550,000 from the Program Reserve fund to Project No. 04105 - San Elijo B200 Renovation Project budget to account for anticipated project cost overruns and to ensure the completion of the project.

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

IX. INFORMATION

A. Second Quarter Fiscal Report, Annual Financial and Budget Report

The report was provided for information. Vice President Flood reported that cash flow remains solid, revenues and expenditures are on track with projections, and the district had good gains within the trust.

X. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Pedroza, Simon, McNeil, Merchat, Cassar, and Broad attended All College Day. Trustees Pedroza and Merchat toured construction sites last week. Trustee Fischer attended the PADEI meeting. Trustees Merchat and Broad attended the CSUSM Report to the Community. Trustee Broad also attended the Trustee Fellowship planning meeting, and Palomar's Report to the Region. President Cassar attended the Trustee Fellowship planning meeting, attended two equity-building sessions of the Equity Grounded Counseling Services, and the National Legislative Summit Meetings.

B. Students

Student Trustee Kristina Quandt reported the ASG hosted a Meet the Team virtual event, which included a game night and allowed all who attended to reconnect with other students. This month, ASG is actively planning and hosting events that pay tribute to Black History Month.

C. Classified Employees

Classified Senate President Carl Banks reported the Classified Senate is working on finalizing action plans around strategic objectives to be presented at the next classified senate meeting. Several virtual forums are being planned including a Return to Campus meeting to discuss issues, concerns, and desires, and a Meet New Employees session, where newly hired employees can find out about the Classified Senate. A walk/run event

is being planned for February 23 to honor Ahmaud Arbery. Banks also acknowledged the student equity staff for all of their hard work in planning Black History Month activities.

D. Faculty

Academic Senate President Luke Lara was unable to attend the board meeting and provided a written report in his absence, which President Cooke read. In summary, Lara acknowledged the work of Black counseling colleagues Dr. Adrean Askerneese, Dr. Wendy Stewart, Don Love, and Devon Boone, who are leading statewide dialog at this moment through a five-webinar series (*Equity-Grounded Counseling - Serving Black Students*) co-sponsored with Career Leaders Project. Lara congratulated our Librarians for being recognized in the Community College Daily for their collaborative work with other faculty and student services to connect students to valuable library resources and thanked them for their efforts to be a positive force during this time of remote learning, so that students have one less thing to worry about. Additionally, Lara gave kudos to the Theatre Department faculty and staff who have taught, coached, and supported our students in such interestingly challenging times. He noted that several MiraCosta students achieved honors recently at the Kennedy Center/American College Theatre Festival.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer reported on the use of CARES funds. She noted that some of the funds are going to support an instructional designer to help faculty transition and design their online classes; other funds are being used to support faculty mentors.

2. Student Services

Vice President Wojcik reported that another session with the career ladders project will be held tomorrow, and our CARE Manager Devon Boone will talk about our basic needs support for black students. Financial Aid applications have gone down across the state and nation, so our financial aid office is working very hard to put together workshops for students and for our community to help them to fill out FAFSA and DREAM Act applications. In addition, a commencement committee has already been formed to plan for this year's graduation ceremony.

3. Administrative Services

Vice President Flood reported that a tremendous amount of work and collaboration is occurring within Administrative Services and with other departments to bring about process improvement and innovation, particularly with the new software Planet Bids.

4. Human Resources

Vice President Ng reported that his department is paying close attention to San Diego County health orders and incorporating the information, as needed. The Covid case rate still needs to come down a bit to get us into the Red Tier, however things are improving. Ng is also closely monitoring when vaccines will be available to the education workforce.

F. Superintendent/President

Superintendent/President Cooke acknowledged and thanked all employees and their families during this very challenging time, for showing up every day with caring, concern, and dedication to our students and to each other. She shared that a Back2Work group has

been formed with a broad group of about 40 individuals representing all constituent groups. They will be meeting next week with the goal of sharing information about scenarios of what the fall semester might look like, to talk about milestones and timelines, and then engage questions and provide advice and insight. It is also a priority to provide some guidance to department chairs and deans as the instructional schedule is being developed, so students can register in May for classes. Dr. Cooke thanked the Public Information Office for their work on the great MiraCosta stories that have been in the press lately, and for their collaboration with our faculty and staff to get these media releases out. She reminded all that Cynthia Rice will be retiring at the end of this month, and a virtual sendoff is planned in her honor. A hiring committee, chaired by Tim Flood, has begun the recruitment process for this position.

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XII. ADJOURNMENT

The meeting adjourned at 6:17 p.m.

MINUTES APPROVAL:

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

Subject:	Attachment:
FY2020 Annual District and Measure MM Audit Presentation	FY2020 Annual District Audit FY2020 Annual Measure MM Audit
Category: Presentations	Type of Board Consideration: ✔ Information Consent Action
Recommended: Tim Flood Vice President, Administrative Services	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

The MiraCosta Community College General Obligation Bond Fund (*Measure MM*) audit was completed by the audit firm of Eide Bailly, LLP, certified public accountants licensed by the California Board of Accountancy, and conducted in accordance with generally accepted government auditing standards. The audit was limited to the objectives listed within the report which included determining the district's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIIIA, Section 1(b)(3)(C) of the California Constitution. The MiraCosta Community College General Obligation Bond Fund (*Measure MM*) is available on the district website at: https://miracosta.edu/administrative/annual-district-audits/index.html.

STATUS

The district financial audit included examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements, along with assessing the accounting principles used and significant estimates made by management. The district received an Unmodified Opinion, that is, the district complied, in all material respects, with the compliance requirements for financial statements, federal awards, and state awards as of June 30, 2020. The result of the audit also noted that there were no material weaknesses or significant deficiencies on internal controls over financial reporting.

On the federal award program, there were two deficiencies identified, not considered a material weakness:

- Timing of the Return of Title IV funds within forty-five (45) days was not met for two instances (62 and 66 days) of the 40 records tested.
- Public Reporting of the CARES Act – Financial Aid within thirty (30) days following the award allocation date and update that information every 45 days thereafter. The district posted the report late by 81 days.

The district has implemented corrective action plans to address both findings.

The Measure MM audit included examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements, along with assessing the accounting principles used and significant estimates made by management. The district received an Unmodified Opinion, that is, the district complied, in all material respects, with the compliance requirements for financial statements and that the statements present fairly the financial position of the General Obligation Bond Fund (Measure MM) as of June 30, 2020. The district's performance audit found that MiraCosta Community College District had properly accounted for the expenditures held in the General Obligation Bond Fund (*Measure MM*) and that such expenditures were made for authorized bond projects.

The summary of the auditor's results of the district audit may be found on page 103 of the attached FY2020 Annual District Audit, and the summary the auditor's results of the bond audit may be found on pages 2 and 20 of the attached FY2020 Annual Measure MM Audit. A representative of the audit firm of Eide Bailly, LLP will present the audit reports and will be available to answer any questions.

RECOMMENDATION

For information only.

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

STATUS

1. Retirement of Diane Dieckmeyer, Vice President, Office of Instruction, effective September 1, 2021.

2. Employment of the following classified employees:

   Golnoosh Behrouzian, Research Analyst – Office of Research, Planning and Institutional Effectiveness, position P-06209, salary range 30, step 1, $6,766.91 per month, grant funded, 40 hours per week, 12 months per year, effective March 1, 2021. Golnoosh was selected through an open recruitment process.

   Kristin Hitchcock, Bursar – Fiscal Services, positon P-00091, salary range 34, step 1, $7,595.50 per month, 40 hours per week, 12 months per year, effective March 1, 2021. Kristin was selected through an open recruitment process.

3. Permanent change of assignment for Pamela LeBlanc, Testing Services Specialist, position P-00394, has accepted position of Student Services Specialist, DSPS, salary range 21, step 5, $7,424.58 per month, 40 hours per week, 12 months per year, effective March 15, 2021. Pamela was selected through an open recruitment process.

4. Temporary change of assignment for Amber Ansari, Financial Aid Assistant, position P-06188. Amber will continue to serve as an interim Financial Aid Technician, position P-07359, salary range 22, longevity year 8, $6,885 per month, full-time, effective March 1 - August 31, 2021.

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

Ubense Perez, Police Sergeant, position P-00315, will serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 4, $12,101 per month, full-time, effective April 1 - April 30, 2021.

Ralph Garcia, Police Sergeant, position P-00314, will serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 1, $10,453.66 per month, full-time, effective March 12 - March 31, 2021. Ralph will continue to work this assignment from May 1 – May 31, 2021.

6. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, Marie Webb, Associate Instructor – English, requests advancement on the associate faculty salary schedule due to the completion of a doctoral program, advancement from salary class 2 to class 6, effective April 1, 2021.

7. Employment of the following associate faculty members for the 2021 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Selam Gebrekristos	Counseling
Andre Jones	Counseling

8. Catastrophic leave request in accordance with BP 7345. The following employees are requesting donations of eligible leave credits:

   Employee 06011310, position P-00319, will need approximately 32 hours to remain in full paid status through May 31, 2021.

   Employee 07221225, position P-00172, will need approximately 778 hours to remain in full paid status through August 31, 2021.

   Employee 07218779, position P-00475, will need approximately 166 hours to remain in full paid status through May 31, 2021.

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	Pay Rate	Start Date	End Date
Robert Mueller	Media Services Technician	Substitute	Academic Information Services	$31.90/hr	2/8/21	6/30/21
Rosey Gutierrez Clarissa Gutierrez Anisa Ibnat Hayden Powers Jackie Walsh	Campus Aide II	Short-term	Computer Science	$16/hr	3/19/21	6/30/21
Inaya Abdulmateen Rolando Pineda	Campus Aide I	Short-term	Honors Scholar Program	$14/hr	3/19/21	6/30/21
Pamela Miranda	Campus Aide III	Short-term	Student Equity	$18/hr	3/19/21	3/26/21
Christopher Burrough	Campus Aide III	Short-term	Extended Opportunity Programs and Services	$18/hr	3/29/21	5/28/21
Laurie Morrell	Workshop Presenter	Short-term	Classified Senate	$100 stipend	3/23/21	3/23/21
Jade MacEoghain	Campus Aide III	Short-term	Student Equity	$18/hr	3/19/21	3/26/21
Curtis Mueller	Campus Aide III	Short-term	Dance	$18/hr	3/19/21	5/16/21

Andrea MacDonald	TSS Coordinator	Substitute	Technical Services	$28.41/hr	3/1/21	6/30/21
Olivia Elmer	Administrative Support Assistant I	Substitute	Student Life & Leadership	$21.29/hr	3/10/21	6/30/21
Monica Arroyo Jorge Ramirez Ibanez	Campus Aide I	Short-term	Financial Aid	$14/hr	3/19/21	6/30/21

RECOMMENDATION

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

Subject:	Attachment:
Approve One-Year Extension of the Existing Agreement between MiraCosta Community College District and Classified Senate and a Salary Schedule Increase for 2021/22	**None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

During 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 an extension of the existing agreement and a cost-of-living adjustment (COLA) for 2021/22. The district and the Classified Senate have agreed to a one-year extension of the existing agreement for 2021/22, and a salary schedule increase of 1.5 percent COLA for classified employees effective July 1, 2021.

The district and the Classified Senate have also agreed that if any other employee group negotiates a COLA amount greater than 1.5 percent for fiscal year 2021/22, the district and the Classified Senate will immediately re-open meet and confer discussions on COLA for classified employees.

RECOMMENDATION

Approve one-year extension of the existing agreement between MiraCosta Community College District and Classified Senate and a salary schedule increase for 2021/22, as stated above.

Subject:	Attachment:
Ratify Memorandum of Understanding 20-01 with the Classified Senate	Memorandum of Understanding 21-01 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 spring 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 20-01 with the Classified Senate, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Classified Senate
21-01

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

Telecommuting Policy and Expectations

1. The District has determined the majority of instructional and student services activities will occur through distance education and online modalities during the spring 2021 semester.

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

3. 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 spring 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.

4. 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.

5. 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.

6. 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.

7. 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 work day.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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

15. **Stipend:** During the Spring 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 spring 2021 semester;
        ii. Employees who regularly perform their job duties on campus during the spring 2021 semester. Regularly perform" is defined as 50% 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, Mail Carrier, Material Management 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, and Vehicle and Equipment Maintenance Assistant.

    c. The stipend shall be paid by June 30, 2021.

Sick Leave

16. 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.

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 June 30, 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: **Ratify Memorandum of Understanding 21-01 with the Faculty Assembly**	**Attachment:** **Memorandum of Understanding 21-01 with the Faculty Assembly**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The district began conducting ongoing co-curricular academic and career-related activities and events relevant to each Academic and Career Pathway (ACP) during the 2018/19 and 2019/20 academic years.

In support of this work, the district established the position of Instructional Faculty Liaisons (IFL) for the 2020/21 academic year. There is a need to continue this work during the 2021/22 and 2022/23 academic years.

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 Faculty Assembly.

RECOMMENDATION

Ratify Memorandum of Understanding 21-01 with the Faculty Assembly, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
21-01

This agreement extends MOU 20-03 and modifies the terms of section C.11.0 of the Faculty Assembly 2018-2021 contract to allow for the specific project identified below:

1) The District began conducting ongoing co-curricular academic and career-related activities and events relevant to each Academic and Career Pathway (ACP) during the 2018-2019 and 2019-2020 academic years.

2) In support of this work, the district established the position of Instructional Faculty Liaisons (IFL) for the 2020-2021 academic year. There is a need to continue this work during the 2021-2022 and 2022-2023 academic years.

3) Under the direction of the Dean of Instructional Services, an Instructional Faculty Liaison (IFL) will serve as a member of a Student Success Team, specific to an established ACP.

4) The Academic Senate President, in consultation with the appropriate dean and Vice President of Instruction, shall appoint six (6) faculty to serve as IFLs during the 2021-2022 and 2022-2023 academic years.

5) <u>Responsibilities</u>: IFLs shall undertake the following responsibilities:
    a. Develop and present ACP information for classes and events in a variety of instructional modalities, and promotes faculty engagement;
    b. Collaborate and communicate with other stakeholders, including faculty and administrators, to provide organizational support, and informational updates when implementing ideas, activities, and events in support of institutional goals;
    c. Initiate and encourage opportunities for culturally relevant “high impact practices” that lead to intentional student engagement and learning, such as contextualized learning experiences, internships, career exploration, service learning, work-based learning, and capstone projects;
    d. Meet and communicate regularly with members of the Student Success Team and the Dean of IS;
    e. Monitor progress, maintains currency, and disseminate information related to teaching and equity-minded learning practices in a variety of instructional delivery modalities that support student success; and
    f. Encourage culturally responsive pedagogy and remain committed to centering equity within the systems, practices, and culture of their work within the ACP in order to remediate disparities in disproportionately impacted groups.

6) Each IFL shall be provided with 0.2 FTE (3 LHE) reassigned time per semester in support of these responsibilities.

7) Support for summer responsibilities: Each IFL shall be compensated at the applicable non-contractual, non-teaching hourly rate for participation in planning meetings during the summer months, not to exceed fifteen (15) hours for meeting participation and preparation.

This agreement will become effective upon approval. It shall expire on June 30, 2023.

Sunita V. Cooke, Ph.D.	Brad Byrom, Ph.D.
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCCD Faculty Assembly

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

BACKGROUND

The district and the Faculty Assembly agreed to the creation of a special project coordinator for the Teaching and Learning Center during an initial two-year trial period. There is a need to continue this work during the 2021/22 and 2022/23 academic years.

STATUS

The district and the Faculty Assembly have negotiated the terms and conditions of work to be performed and compensation to be paid, and agreed to a memorandum of understanding.

RECOMMENDATION

Ratify Memorandum of Understanding 21-02 with the Faculty Assembly, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
21-02

This agreement extends MOU 18-03 and modifies the terms of Appendix 5.1 of the Faculty Assembly 2018-2021 contract to allow for the continuation of the specific project identified below:

1) The district and the Faculty Assembly have agreed to the creation of the following special project coordinator: Coordinator, Teaching and Learning Center ("Coordinator").

2) Faculty members interested in the Coordinator position shall submit a letter of interest to the Academic Senate President.

3) The selection and evaluation of the Coordinator will be made by the Academic Senate President following consultation with the Vice President of Instructional Services and the Chair of PDP.

4) The Coordinator shall provide ongoing and regular reports to the VPIS and to PDP.

5) The Coordinator shall be responsible for the leadership of the C^3 Teaching and Learning Center to promote faculty-led efforts to:
    a. **Celebrate** the joy of teaching and learning;
    b. **Cultivate** innovative and effective teaching and learning strategies; and
    c. **Connect** with each other to explore interdisciplinary possibilities and applications, equity-minded pedagogies, and culturally relevant instructional practices.

6) The Coordinator shall undertake the following responsibilities:
    a. Collaborate with the Academic Senate, PDP Committee, and academic departments to develop faculty led teaching and learning professional development opportunities;
    b. Establish a physical presence and collegial atmosphere in the three areas of the TLC, including the informal meeting area, tech/computer work area, and experimental classroom lab/seminar space;
    c. Develop programming for each of the three areas of the TLC through collaboration with faculty (in departments, small groups and individually);
    d. Participate in the budgeting, physical space design, and program review activities for the TLC;
    e. Facilitate one-to-one teaching and learning strategy sessions with colleagues;
    f. Work with associate faculty to promote the use of the TLC to enhance their connections with full-time faculty colleagues;
    g. Facilitate the study of teaching and learning by supporting activities such as faculty research, faculty inquiry groups and communities of practice, and connections with the larger teaching and learning profession through conference

attendance, participation in professional organizations, and the study of scholarship and research;

h. Develop a series of pedagogy practicums to be recorded and/or live broadcasted in the teaching and learning lab;
i. Integrate a C^3 web space into the existing PDP Canvas page;
j. Create and distribute a weekly newsletter about C^3 activities;
k. Develop a film series in the C^3 to show films, documentaries, webinars, and teaching and learning videos;
l. Develop and maintain a Teaching and Learning library;
m. Work with student leaders, the Career Center, and administrators to find ways to involve students in the TLC as interns and/or work study partners; and
n. Explore ways to use the TLC to connect with NCHEA colleagues and local high school faculty.

7) Commencing in the Fall of 2021, the Coordinator shall be provided with 0.6 FTE (9 LHE) reassigned time per semester in support of these responsibilities.

This agreement will become effective upon approval. It shall expire on June 30, 2023.

Sunita V. Cooke, Ph.D.	Brad Byrom, Ph.D.
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCCD Faculty Assembly

Subject:	Attachment:
Ratify Memorandum of Understanding 21-03 and 21-04 with the Faculty Assembly	Memorandum of Understanding 21-03 and 21-04 with the Faculty Assembly
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 Faculty Assembly reached an agreement that memorializes the parties' commitment to mitigate the impacts of the COVID-19 pandemic on faculty 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 current collective bargaining agreement, but is instead a one-time, non-precedent setting agreement between the parties for the spring 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 Faculty Assembly.

RECOMMENDATION

Ratify Memorandum of Understanding 21-03 and 21-04 with the Faculty Assembly, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
21-03

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Faculty Assembly (hereinafter referred to as "Assembly") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on fulltime faculty wages, hours, and working conditions.

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

Distance Education, Student Services, and Assignments

1. During the Spring 2021 semester, the Parties agree to temporarily suspend the requirement in section *C.13.3 Online Instructional Assignments* of the CBA to require classroom faculty to teach at least one sixteen (16) week class section, or two consecutive eight (8) week class sections, per semester on-ground.

2. The Parties agree and understand:
    a. Classroom faculty must adhere to the course outline of record;
    b. Non-classroom assignments for faculty members may be conducted online/remotely that may not correspond to the same scheduling requirements as face-to-face responsibilities;
    c. Faculty members shall conduct office hours online or via remote tools such as, but not limited to, telephone, Zoom, Canvas, and District email.
    d. To the extent possible, faculty members shall conduct professional duties and responsibilities online or via remote tools such as, but not limited to, by telephone, Zoom, Canvas, and District email.

3. The regular business of the District, such as Academic 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.

4. In the event that a faculty member's contractual assignment is reduced due to low enrollment during the Spring 2021 semester, and the faculty member cannot be reassigned to another course or assignment, the District may establish an alternative work assignment for the faculty member. The alternative work assignment shall be determined by the appropriate dean in consultation with faculty member, and must be related to the work of a faculty member for the District.

5. Upon submission of an equipment request form, faculty members will be authorized to take their office computer, chairs, and other equipment necessary to work remotely during the Spring 2021 semester. To the extent practicable, the District shall loan faculty members equipment necessary for remote work, such as computers, headsets, webcams, etc.

6. The District honors and upholds the principles of Academic Freedom set forth in Board Policy 4030. Faculty members maintain Academic Freedom in decision-making related to the content of courses they teach, including the determination of course content provided synchronously and asynchronously. Faculty members understand that they must adhere to the scheduled delivery method as identified in the schedule of classes (i.e., online, hybrid, or scheduled online).

7. The District will follow all state and local protocols to maintain a safe working environment for faculty members who must return to campus for in-person instruction, such as those with hands-on labs or clinical placements.

Training

8. The District shall provide distance education training opportunities and support to faculty during the Spring 2021 semester.

    a. In order to facilitate the trainings, a workgroup consisting of the Director of Online Education, Teaching and Learning Center Coordinator, and PDP chair will be established by this agreement ("Workgroup").

    b. The Workgroup shall be responsible for coordinating the spring online training sessions, and identifying appropriate full-time faculty trainers, as specified below.

    c. 2021 Faculty Trainers: The Workgroup shall send out a call for faculty interested in serving as faculty trainers. Faculty selected by the Workgroup to provide training shall be compensated at their individual, non-contractual, non-teaching hourly rate. There is a combined, maximum total of 120 hours for faculty trainers, inclusive of preparation and training time. The Workgroup shall be responsible for allocating the 120 hours among the faculty trainers. All training sessions shall be recorded and posted for faculty to review.

d. Spring 2021 Peer Mentors: During the Spring of 2021, the District shall provide up to 216 hours in compensation for the faculty peer mentors selected in Fall 2020 to support faculty transitioning to distance education. Peer mentors shall not be required to perform their duties until the start of Flex week for Spring 2021.

e. Faculty are encouraged to complete at least fifty (50%) of their spring Flex obligation on professional development activities related to providing effective distance education and/or equity-minded pedagogy.

Compensation

9. The District shall provide a $250 stipend for the expense of materials, equipment, and internet service required to support and maintain their transition to remote learning modalities during the Spring 2021 semester. Faculty members on a leave of absence for the entire Spring 2021 semester shall not be eligible for this stipend. Faculty members shall receive the stipend no later than June 1, 2021.

Sick Leave

10. If a unit member is diagnosed with COVID-19, they must report their diagnosis to their dean. Any reported diagnosis will be kept confidential to the extent practicable by law.

11. Faculty members who are unable to perform their work assignments due to reasons in the Families First Coronavirus Response Act (FFCRA) will be paid pursuant to the FFCRA until March 31, 2021, unless otherwise extended by law.

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

13. Faculty members with medical-related needs or concerns, 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 and concerns of the faculty member and will not establish a precedence or expectation for reasonable accommodations for other faculty members.

Miscellaneous Provisions

14. All other terms and conditions of work shall be conducted in accordance with the current CBA.

15. Entire Agreement: This MOU constitutes the entire agreement and understanding between the Parties. There are no other oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this MOU. All prior understandings, terms, or conditions are deemed merged into this MOU.

16. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the CBA.

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

18. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on June 1, 2021. If the current State of Emergency continues past that date, the Parties will meet and negotiate a new MOU for subsequent terms/semesters.

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

Sunita V. Cooke, Ph.D.	Brad Byrom, Ph.D.
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCCD Faculty Assembly

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
21-04

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Faculty Assembly (hereinafter referred to as "Assembly") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on fulltime faculty wages, hours, and working conditions.

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

Evaluations

1. The following process shall be utilized when conducting online classroom or worksite location observations during the tenure review or tenured faculty evaluation process:

    a. The evaluation shall be based upon at least one (1) observation during a week-long observation period. The observation length should be at least fifty (50) minutes and does not have to be consecutive in nature.

    b. For classroom faculty, an online observation will include at least one of the following two approaches below, as selected by the faculty member, to be used during a week-long observation timeframe:

        i. The observer may log into the online course and navigate the course in student view.

        ii. The observer and faculty member may schedule a meeting when both parties can access the online course. During this meeting, the faculty member may demonstrate and explain the online course to the observer.

    c. For non-classroom faculty, the observer and the faculty member shall mutually agree upon an appropriate activity to be observed for tenure review or evaluation purposes.
        i. As appropriate to the selected activity, the faculty member may need to obtain advance approval of a student for the observer to participate in the activity.
        ii. The method of delivery for the *Student Survey of Non-Classroom Services* shall be conducted electronically for online appointments.

2. Electronic signatures shall be authorized for faculty evaluations.

3. All other terms and conditions of work shall be conducted in accordance with the current CBA.

4. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on June 1, 2021. If the current State of Emergency continues past that date, the Parties will meet and negotiate a new MOU for subsequent terms/semesters.

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

Sunita V. Cooke, Ph.D.	Brad Byrom, Ph.D.
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCCD Faculty Assembly

Subject:	Attachment:
Ratify Memorandum of Understanding 21-01 with the Academic Associate Faculty	Memorandum of Understanding 21-01 with the Academic Associate Faculty
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 Academic Associate Faculty reached an agreement that memorializes the parties' commitment to mitigate the impacts of the COVID-19 pandemic on faculty 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 current collective bargaining agreement, but is instead a one-time, non-precedent setting agreement between the parties for the spring 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 Academic Associate Faculty.

RECOMMENDATION

Ratify Memorandum of Understanding 21-01 with Academic Associate Faculty, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College Academic Associate Faculty
21-01

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on unit members' wages, hours, and working conditions.

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

Distance Education, Student Services, and Assignments

1. The Parties agree and understand:
    a. Classroom faculty must adhere to the course outline of record;
    b. Non-classroom assignments for unit members may be conducted online or remotely in accordance with departmental standards;
    c. Unit members may conduct and be paid for office hours using remote tools such as, but not limited to, Zoom, Canvas, telephone, and District email.

2. The regular business of the District, such as Academic 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.

3. The District shall loan unit members equipment necessary for remote work, such as computers, headsets, webcams, etc. Unit members must submit an equipment request form to request any such equipment. To the extent that equipment is unavailable for loan to unit members, due to budget constraints or equipment shortages, the District shall provide unit members with a safe place to work on campus.

4. Unit members maintain Academic Freedom in decision-making related to the content of courses they teach, including the determination of course content provided synchronously and asynchronously. Faculty members understand that they must adhere to the scheduled delivery method as identified in the schedule of classes (i.e., online, hybrid, or scheduled online).

5. A unit member may decline any request to share or copy their course shells or intellectual property for use by another faculty member without fear of disciplinary or other adverse action. The District protects unit members from adverse actions in their employment because they declined to share their course shells or intellectual property. Adverse actions include, but are not limited to, actions adversely impacting working conditions or otherwise denying any employment benefit to an employee and actions creating a hostile or intimidating work environment. Any unit member who believes they have suffered an adverse action as described in this paragraph shall report such conduct to Human Resources.

6. The District will follow all state and local protocols to maintain a safe working environment for unit members who must return to campus for in-person instruction, such as those with hands-on labs or clinical placements.

Training

7. The District shall provide distance education training opportunities and support to faculty during the spring semester of 2021.

    a. In order to facilitate the trainings, a workgroup consisting of the Director of Online Education, Teaching and Learning Center Coordinator, and PDP chair has been established by the District ("Workgroup").

    b. The Workgroup shall be responsible for coordinating the online training sessions, selecting appropriate faculty trainers and faculty mentors.

    c. 2021 Faculty Trainers: Unit members selected by the Workgroup to provide training will be compensated for preparation and training time in accordance with section 17.3 of the CBA. Alternatively, unit members who provide training may elect to claim this time as part of their Flex obligations during the 2020-2021 academic year. There is a combined, maximum total of 120 hours for associate faculty trainers, inclusive of preparation and training time. The Workgroup shall be responsible for allocating the 120 hours among the associate faculty trainers. All training sessions shall be recorded and posted for faculty to review.

    d. Spring 2021 Peer Mentors: During the spring of 2021, the District shall also provide up to 216 hours in compensation for up to twelve (12) faculty peer mentors to support faculty transitioning to distance education. Peer mentors shall not be required to perform their duties until the start of Flex week for spring 2021.

    e. Faculty are encouraged to complete at least fifty (50%) of their spring 2021 Flex obligation on professional development activities related to providing effective distance education and/or equity-minded pedagogy.

Compensation

8. The District shall provide a $250 stipend for the expense of materials, equipment, and internet service required during the Spring 2021 semester.

    a. A unit member shall be eligible to request the stipend, subject to the following criteria:

i. Classroom unit members are eligible for the stipend if they have a class at the census for that class.
ii. Non-classroom unit members are eligible for the stipend if they are scheduled for an assignment during the semester.
iii. This stipend shall not apply to unit members who have taught fully online since the fall 2019 semester.
iv. Eligible unit members must submit a reimbursement request via an electronic form that will be distributed to all unit members by the district on or before March 15, 2021.

b. Unit members who meet the eligibility criteria above will receive this one-time stipend no later than June 1, 2021.

9. The district will provide a stipend of $500 to eligible unit members for transitioning courses from an on-ground to online format. The unit member must electronically respond to a request for an Online Transition Stipend, which will be sent to all eligible unit members as specified below:

   a. The unit member must have taught at least one class for the district during the spring 2020 semester.
   b. The unit member was not scheduled to teach any classes during the fall 2020 semester, or the unit member had their assignment for the semester cancelled.
   c. The unit member is teaching at least one class at census during the spring 2021 semester.
   d. The unit member must not have taught the same class fully online since fall 2018.
   e. Unit members who meet the eligibility criteria above will receive this one-time stipend no later than June 1, 2021.

10. The District shall provide up to five (5) hours of paid training to unit members for the purpose of advancing online knowledge, skills, abilities, and pedagogy. All compensation will be paid in accordance with article 17.3 of the Associate Faculty CBA.

    a. The unit member shall be required to sign, on a prescribed form which will be sent via email to all unit members by March 15, 2021, a statement that: (1) They participated in a training activity related to online or remote educational delivery methods; and (2) The unit member has not claimed the training activity as Flex during the spring 2021 semester;
    b. The form must be submitted to payroll@miracosta.edu on or before May 1, 2021.
    c. Unit members who meet the eligibility criteria above will receive payment for these hours no later than June 1, 2021.

11. Class sizes will not exceed the limits established for full-time faculty. In the event a single class is split into multiple groups to meet at multiple times due to social distancing safety protocols, and the meeting time is not already accounted for in the assigned LHE for the class, the unit member will be compensated for each additional class meeting.

12. Health benefits: Article 13.4 will be modified through June 2021 to read, “Unit members shall be ineligible for continued participation in the Plan if their assignment with the District drops below 20% of a full-time load in two consecutive semesters.” This applies

to unit members who were enrolled in spring or fall 2020 or will be eligible to enroll in spring 2021.

13. If a unit member is assigned to teach a course, and the course is cancelled due to low enrollment or to complete the load of a fulltime faculty member during the spring 2021 semester, the unit member may be paid for up to the total number of Flex hours for the cancelled course. The unit member shall be required to sign, on a prescribed form, a statement that:

    a. They participated in a professional development activity prior to the notification of the cancelled assignment to satisfy their Flex obligation for the course;
    b. An acknowledgement that the unit member may not claim the same professional development activity toward their Flex obligation during the 2020-2021 academic year if they have / are offered another assignment with the District; and
    c. The form must be submitted to the appropriate dean via email on or before May 1, 2021.

Sick Leave

14. If a unit member is diagnosed with COVID-19 they must report their diagnosis to their dean. Any reported diagnosis will be kept confidential to the extent practicable by law.

15. Unit members who are unable to perform their work assignments due to reasons in the Families First Coronavirus Response Act (FFCRA) will be paid pursuant to the FFCRA through March 31, 2021, unless otherwise extended by law. In the event the leave provided by FFCRA is less than full pay, accumulated sick leave may be used, at the discretion of the unit member, to maintain full pay while on leave.

    The reasons listed in the FFCRA are:
    i. Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
    ii. Advised by a health care provider to self-quarantine related to COVID-19.
    iii. Experiencing COVID-19 symptoms and seeking a medical diagnosis.
    iv. Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or has been advised by a health care provider to self-quarantine related to COVID-19.
    v. Caring for their child (under 18 years of age) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
    vi. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

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

17. Unit members with medical-related needs or concerns, 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 and concerns of the unit member and will not establish a precedence or expectation for reasonable accommodations for other unit members.

Miscellaneous Provisions

18. The District will provide unit members and the MCCAAF with all notices, rights, and benefits in accordance with applicable local, state, and federal requirements.

19. All other terms and conditions of work shall be conducted in accordance with the current CBA.

20. Entire Agreement: This MOU constitutes the entire agreement and understanding between the Parties.

    There are no other oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this MOU. All prior understandings, terms, or conditions are deemed merged into this MOU.

21. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the CBA.

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

23. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on June 1, 2021. If the current State of Emergency continues past that date, the Parties will meet and negotiate a new MOU for subsequent terms/semesters.

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

Sunita V. Cooke, Ph.D.	Krista Warren
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCAAF

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

BACKGROUND

The district and the Academic Associate Faculty have discussed the mandatory training requirements per state legislation and its impacts and effects on associate faculty wages, hours, and working conditions. The training provided is comprised of different modules and requires successfully passing a short assessment test through the district's training provider, Safe Colleges. Depending on the topic, the training may be required on annual, biennial, or triennial basis.

STATUS

The district and the Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid, and agreed to a memorandum of understanding.

RECOMMENDATION

Ratify Memorandum of Understanding 21-02 with the Academic Associate Faculty, as stated above.

MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Associate Faculty
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 College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address mandatory training requirements on unit members' wages, hours, and working conditions.

TERMS

Mandatory Training

1) The Parties agree that unit members shall be required to complete mandated training as directed and assigned by the District.

2) Depending on the topic, the training may be required on annual, biennial, or triennial basis. Unit members shall have a minimum of 30 days to complete any newly assigned training.

3) Unit members shall be compensated at their respective non-teaching hourly rate of compensation as specified in section 17.3 of the Academic Associate Faculty CBA for actual time spent on mandatory training assigned by the District. "Actual time spent" shall be understood to mean the length of each training module.

4) Unit members who have completed mandatory sexual harassment training in accordance with AB 1343 through another employer within the two-year compliance period may submit verification of compliance to the Human Resources Department (HR_Department@miracosta.edu) to satisfy this training requirement.

5) Unit members shall be compensated for mandatory training in the semester in which it was completed.

6) The Parties agree that unit members are required to complete mandated training in addition to their Flex obligations as outlined in Article 16 of the CBA. All mandated training is ineligible for compensation as Flex.

7) Failure to complete mandated training as directed and assigned may be cause for loss of future assignments with the District.

This agreement will become effective upon approval. It shall expire on June 30, 2023.

Sunita V. Cooke, Ph.D.	Krista Warren
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	Associate Faculty

Subject:	Attachment:
Approve Reorganization for Instructional Services/Administrative Services, Job Description, and Salary Placement - Associate Vice President and Chief Information Services Officer	Job Descriptions: Associate Vice President and Chief Information Services Officer
Category: Consent Items	Type of Board Consideration: Information Consent Action
Recommended: Charlie Ng Vice President, Human Resources	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

With the current interim assignment of the Dean of Academic Information Services, the district evaluated the structure and effectiveness of the assignment. It was determined that reclassifying the Dean of Academic Information Services position to the Associate Vice President and Chief Information Services Officer position will allow these services to be led by a college-wide supported division under Administrative Services. Library Services will be reassigned to the Dean of Instructional Services and will allow Library Services to continue to serve in an academic division under Instructional Services.

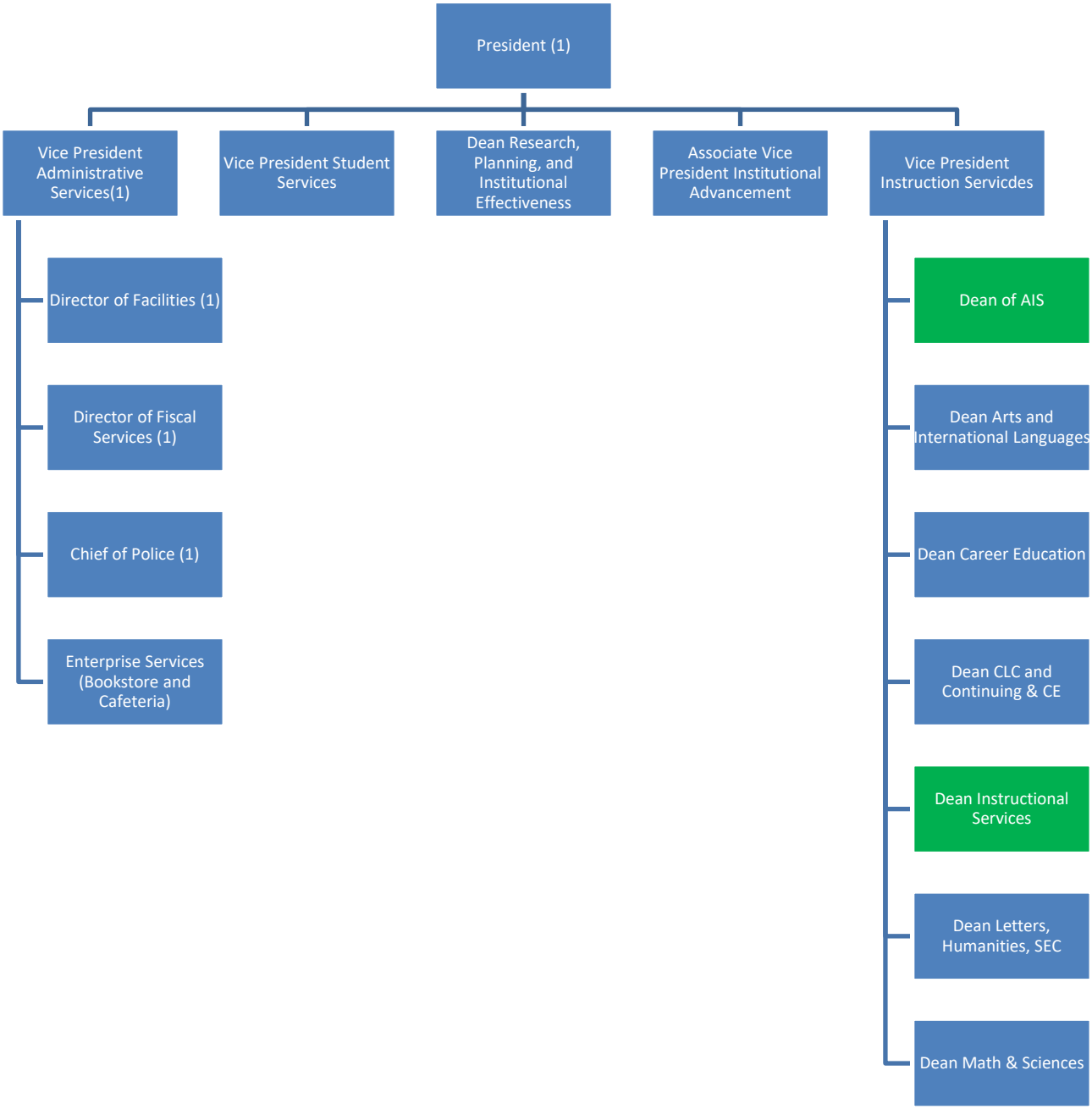
STATUS

Upon identifying divisional needs, it has been determined that a reorganization is necessary to allow these services to be led by a college-wide supported division under Administrative Services. The reclassification was studied, and the compensation was placed on the Associate Vice President Salary Schedule.

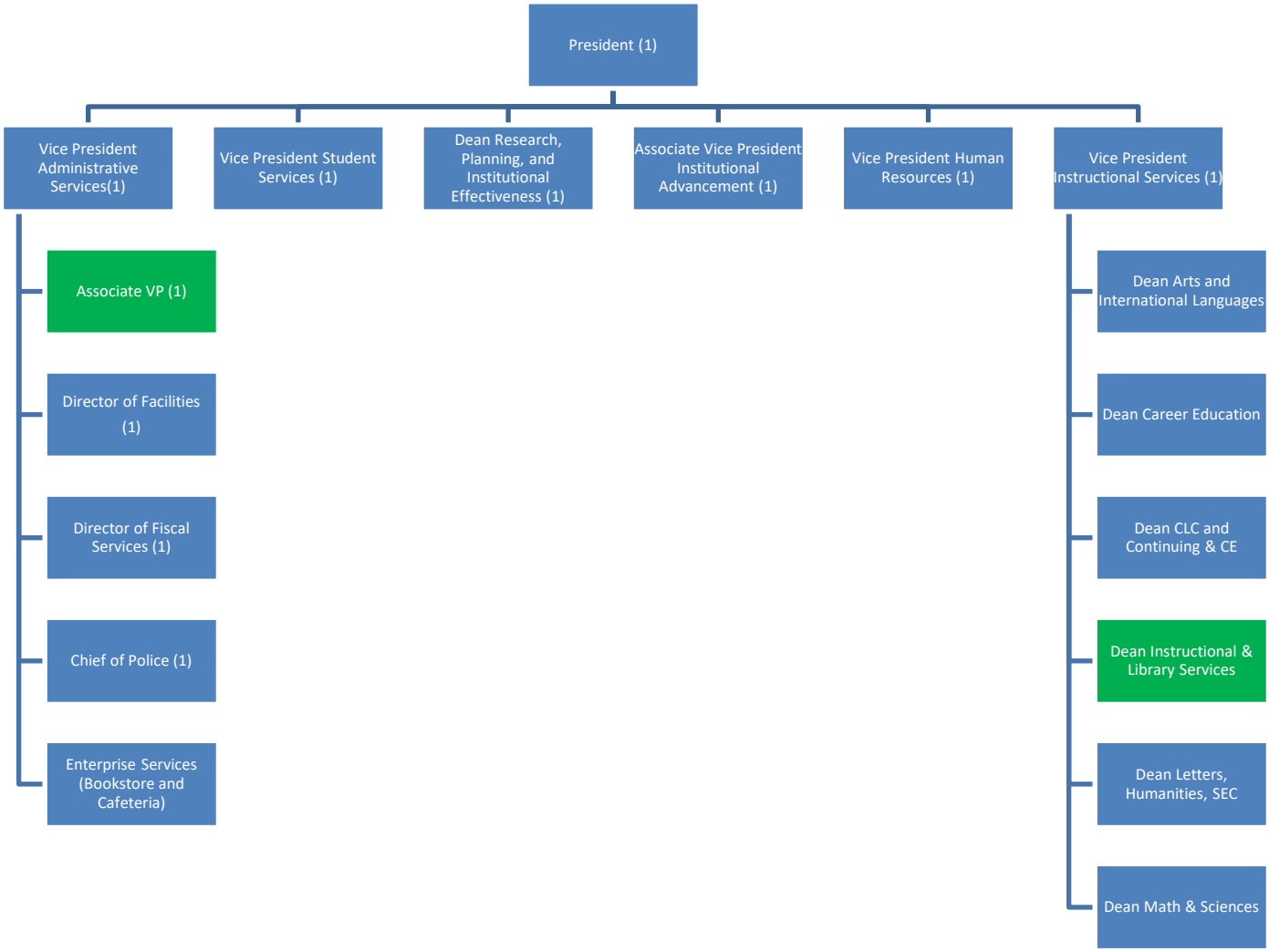
There is no net change in headcount and, using Step 3 between the two positions for the analysis, there is an annual $9,041 budget increase as shown below:

- Dean of Academic Information Services, Step 3 ($184,514)
- Associate Vice President and Chief Information Services Officer, Step 3 ($193,555)

Current Organization Chart – Instructional Services /Administrative Services



Proposed Organization Chart – Instructional Services /Administrative Services



- Recommended reorganization: reassign and reclassify the Dean of Academic Information Services to Associate Vice President and Chief Information Services Officer effective July 1, 2021.

Recommendation

Approve Reorganization for Instructional Services/Administrative Services, Job Description, and Salary Placement - Associate Vice President and Chief Information Services Officer, as stated above.

ASSCOCIATE VICE PRESIDENT AND CHIEF INFORMATION SYSTEMS OFFICER

Reports to: Superintendent/President

Dept: Academic Information Systems

FLSA: Exempt **EEO:** Executive/Administrative/Managerial

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

BASIC FUNCTION:

Under general direction, plan, organize, integrate and manage the information technology (IT) infrastructure and all related technologies; provide expert professional support and consultation to district management; collaborate with administrators, faculty, and staff in the development and implementation of new and existing technology, systems, and applications; and perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Oversee projects and assignments within the Academic Information Systems (AIS) department.
2. Lead efficient operation of the department so that prompt modernization and technology upgrades are performed as needed.
3. Conduct performance evaluations that are timely and constructive.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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

1. Collaborates with members of the executive team to identify ways AIS can assist the district's in achieving business and financial goals.
2. Identifies new IT developments and technologies; anticipates resulting organizational modifications.
3. Ensures that IT and network infrastructure adequately support the district's computing, data processing, and communications needs.
4. Develops and implements the IT budget.
5. Establishes long-term IS needs and plans and develops strategies for developing systems and acquiring software and hardware necessary to meet those needs.

6. Develops, implements, and maintains equitable policies, procedures, and guidelines for departmental and districtwide computing activities.

7. Ensures compliance with government regulations that apply to systems operations.

OTHER DUTIES:

1. Represent the district in community, state, and national organizations and meetings.

2. Participate on and chair committees and special assignments.

3. Perform related duties as assigned.

REQUIRED SKILLS & ABILITIES:

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite or related software
- Excellent ability to conceptualize long-term business goals and develop orderly processes to accomplish those goals
- Excellent managerial skills
- Thorough understanding of information technology and information technology systems

EDUCATION AND EXPERIENCE:

Bachelor's degree in computer science, information technology or a related field and at least six years of professional experience in district-wide strategic technology planning and infrastructure management; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

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

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Manager, Infrastructure Systems & Applications and Manager, Technology Support Services.

CONTACTS:

Administrators, faculty, staff, various service providers, vendors, contractors and other community college managers and IT staff.

PHYSICAL EFFORT:

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

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

EMOTIONAL EFFORT:

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

WORKING CONDITIONS:

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

Subject:	Attachment:
Adopt Resolution Authorizing Designated Agents	Resolution No. 9-20/21 Designate Authorized Representative to San Diego County School Fringe Benefits Consortium for Fringe Benefits Programs
Category: Consent Items	Type of Board Consideration: Information Consent ✓ Action
Recommended: Charlie Ng Vice President, Human Resources	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

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

RECOMMENDATION

Adopt Resolution #9-20/21 designating Carolyn Sneary or Hayley Schwartzkopf to act as authorized agents to perform all items pertaining to the interest of the board of trustees as a legislative body pursuant to the terms of the San Diego County School Risk Management Fringe Benefits agreement.

RESOLUTION #9-20/21

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

On motion of Member (Enter Member Name), seconded by Member (Enter Member Name), the following resolution is adopted:

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

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

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

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

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

PASSED AND ADOPTED by the Governing Board of the _____ District at _____

California, on the 18th Day of March, 2021, by the following vote:

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

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN DIEGO)

I_____, Clerk of the Governing Board of the

MiraCosta Community College District of San Diego, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

_____
Clerk

Subject:	Attachment:
Approve 2021/22 Material Fees List	2021/22 Material Fees List
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Diane Dieckmeyer, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

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

STATUS

The attached 2021/22 Instructional Material Fees list for fiscal year 2021/22 includes one new course, BTEC 110H and some minor material edits to some existing fees (ART 225, MATH 28, and MATH 102. On February 11, 2021, the list was reviewed and approved by the Courses and Programs Committee. The Academic Senate approved the list on March 5, 2021.

RECOMMENDATION

Approve the attached 2021/22 Instructional Material Fees list.

2021/22 Instructional Material Fees List					
Subject	**Course #**	**Title**	**Status**	**Material Fee**	**Description**
ART	103	3D Design	CURRENT	25.00	The fee is used to purchase: - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives.
ART	177	Art in the Elementary Schools	CURRENT	10.00	The fee is used to purchase: -Building materials such as wood, paper, plastics, etc. -Craft supplies such wires, foam, etc. -Adhesive supplies such as tape, wire, wood glue, hot glue sticks, assorted fasteners, etc.
ART	201	Objects and Ideas in Contemporary Art	CURRENT	30.00	The fee is used to purchase materials for three dimensional art assignments. For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.). Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics, and spray adhesives.
ART	216	Scuplture	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal
ART	217	Figure Sculpture I	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.

ART	219	Figure Sculpture II	FUTURE	25.00	Ceramic clay (50lbs), $15; Acrylic paint, $5; Hot glue sticks, $5.
ART	223	Woodworking and Furniture Design I	CURRENT	25.00	The fee is used to purchase: - rev. per AO 2/13/09 - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	25.00	Hardwood, $10; softwoods, $10; paints, screw, and adhesives, $5.
ART	225	Ceramics I	CURRENT	25.00	The fee is used to purchase: ~~- High fire glaze-making materials~~ ~~- Low fire glazes, under glazes, stains, lusters~~ ~~- Engobes and slips~~ - Ceramic tools - Clay body - High and low fire decorative materials
ART	226	Ceramics II	CURRENT	25.00	Ceramic tools, $15; Clay, $5; decoration materials, $5.
ART	227	Ceramics III	CURRENT	25.00	Ceramic tools, $15; Clay, $5; decoration materials, $5.
ART	228	Ceramics IV	CURRENT	25.00	Clay, $15, decorative tools and materials, $5, safety equipment, $5
ART	229	Woodworking and Furniture Design III	CURRENT	25.00	Wood, $25
ART	230	Installation Art	CURRENT	25.00	Fee is collected for RTV silicon mold-making rubber, hydrostone gypsum cement, mother/master mold making supports, parting agents, glues and protective gloves.
ART	239	Woodworking and Furniture Design IV	CURRENT	25.00	Wood, $15, fasteners and adhesives, $5, decorative materials, $5
ART	245	Digital Art and Media	CURRENT	15.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.

BTEC	110H	Basic Techniques in Biotechnology (Honors)	FUTURE	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, $5, 1 neutral costume/shirt, $10, and fabrics, feathers, balloons, streamers, $4.50.
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	70.00	Covers cost of industry standard Ben Nye Make-Up kits for instructional purposes. All materials belong to the student and become part of their personal make-up kit. These costs cover the traditional kit as well as additional makeup and supplies needed for prosthetic and hair augmentation.
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	25.00	This fee is to provide materials for the student to construct a scenery flat, which the student keeps as a portfolio piece and as an example of the step-by-step process.
MATH	28	Math Fundamentals I	CURRENT	20.00	~~The fee will provide printed copies for the students to use during and after the course. These are in-class workbooks similar to a lab manual, printed and bound through the campus copy shop. The practice problems for each unit will also be copied and distributed to all students.~~ This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
MATH	102	Math Fundamentals II: Mathematics for Life	CURRENT	20.00	~~The fee will provide printed copies for the students to use during and after the course. These are in-class workbooks similar to a lab manual, printed and bound through the campus copy shop. The practice problems for each unit will also be copied and distributed to all students.~~ This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
NURS	170	Licensed Vocational Nursing I	CURRENT	30.00	The fee pays for 51% of the total cost ($58.59) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks.
NURS	180	Fundamentals of Nursing	CURRENT	30.00	A one time fee for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings.
NURS	180	Fundamentals of Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

NURS	182	Maternal-Child Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	281	Medical Surgical Nursing III	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	283	Medical Surgical Nursing IV	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

Subject: **Approve Curriculum for 2021/22 Catalog, Part III**	**Attachment:** **2021/22 Curriculum Approvals**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

The CPC convened for two (2) curriculum approval meetings on February 11 and February 25, 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 the following then forwards the proposal to CPC:
   - 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.
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 four new courses, modification of nine existing courses, and deletion of five courses. No actions were taken on any programs. There were 13 general education (GE) and 13 online (O) approvals.

The new credit courses are in response to the CSU's new general education requirement, *Area F: Ethnic Studies*. The College identified four existing courses that meet the criteria for the CSU's Area F with the exception of the course subject identifier; therefore, duplicate courses with new identifiers were created. These new subject identifiers are Black Studies (BLST), Chicano/Chicana Studies (CCS), and Ethnic Studies (ETHN). The creation of these new courses will benefit our students seeking to transfer to a CSU. The College will continue to identify more courses in the future that will meet this new general education requirement.

There are no noncredit curriculum items for this packet.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2021/22 Catalog.

2021/22 Curriculum Approvals
Effective: August 2021
Part III

I. Credit Course Level
A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title & Catalog Description	Units	Date Approved
SOC	BLST	240	O/GE	Introduction to Black Studies: This course introduces students to the social and academic origins of Africans in America and around the world. By employing a sociological approach, students gain a broader and deeper understanding of the Black experience. This course is intended for students who want to acquire fundamental knowledge related to areas of study within the Black Studies discipline, various cultures of Africa, and the African Diaspora.	3	2/25/2021
SOC	CCS	230	O/GE	Introduction to Chicana/o Studies: This course is an introductory survey of the field of Chicano studies and the socio-historical and contemporary factors that influence contemporary Chicana/o and Chicanx/Latinx cultures including their pre-Hispanic roots in the Americas. The cross-disciplinary approach examines applicable methods and theories from sciences and humanities to analyze the lived experiences of Chicanos/as and Chicanxs/Latinxs. This course is designed for those wishing to gain general knowledge of the Chicana/o and Chicanx/Latinx experience.	3	2/25/2021
SOC	CCS	232	O/GE	Critical Issues in Chicana and Latina Studies: This course examines critical themes in Chicana and Latina feminist scholarship and the lived experiences of Chicana and other Latina women in American society. It applies an interdisciplinary approach to examine power within and resistance to the family, religion, education, economics, culture, social conditions, health, and other areas.	3	2/25/2021
SOC	ETHN	207	O/GE	Race and Ethnic Relations: This course provides a systematic examination of how race and ethnic relations are affected by the concepts of power, prejudice, ethnocentrism, and racism. It connects historical oppression to current racial and ethnic dynamics in the U.S. The course also studies the institutions and other factors involved in establishing, sustaining, and changing systems of racial and ethnic inequality and how they are connected to class, gender, sexuality, citizenship status, and other intersections.	3	2/25/2021
Total Credit Course Additions: 4						

I. Credit Course Level

B. Modified Courses

Department	Subject	Course #	Additional Approvals	Course Title & Catalog Description	Units	Date Approved
LTRST	HUMN	201	O/GE	Cultural Eras in the Humanities: Prehistory to 1600	3	2/25/2021
LTRST	HUMN	202	O/GE	Humanities of the Western World: The Renaissance to the Twentieth Century	3	2/25/2021
LTRST	HUMN	205	O/GE	Women in Western Art and Literature	3	2/25/2021
MATH	MATH	131	O/GE	Pre-Calculus II: Trigonometry and Analytic Geometry	4	2/11/2021
MATH	MATH	131H	O/GE	Pre-Calculus II: Trigonometry and Analytic Geometry (Honors)	4	2/11/2021
SOC	SOC	207	O/GE	Race and Ethnic Relations	3	2/25/2021
SOC	SOC	230	O/GE	Introduction to Chicana/o Studies	3	2/25/2021
SOC	SOC	232	O/GE	Critical Issues in Chicana and Latina Studies	3	2/25/2021
SOC	SOC	240	O/GE	Introduction to Black Studies	3	2/25/2021
Total Credit Course Modifications: 9						

I. Credit Course Level

C. Deleted Courses

Department	Subject	Course #	Course Title & Catalog Description	Units	Date Approved
BUS	HOSP	125	Recreation, Park, and Leisure Management	3	2/11/2021
CHEM	PHSN	101	Introduction to Physical Science: Physics, Chemistry, Earth Science, and Space Science	3	2/11/2021
HORT	HORT	110	Introduction to Sustainable Horticulture	3	2/25/2021
HORT	HORT	145	Sensory Analysis of Wines	3	2/25/2021
SOC	SOC	110	Comparative Cultures	3	2/11/2021
Total Credit Course Deletions: 5					

Subject: **Notice of Completion – Bid #MM-19-100 CLC Monument & SBDC Demolition**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

On October 28, 2020, Conan Construction substantially completed all the work associated with Bid #MM-19-100 CLC Monument & SBDC Demolition project. The original construction contract amount for Conan Construction was $773,000 and the total change order amount for this project was -$51,975.63. This project had a final construction cost of $771,024.37.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Approve and sign Notice of Completion for the Bid #MM-19-100 CLC Monument & SBDC Demolition Project, and direct the director of facilities to file Notice of Completion.

Subject:	Attachment:
Approve FF&E Purchase for CLC Building 100 & 200 Renovation Project - Parron Hall	Parron Hall Proposal
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 part of the Measure MM bond program, the purchasing of furniture, fixtures and equipment ("FF&E") is needed associated with new construction and renovation projects. The instant need for FF&E is related to the Community Learning Center (CLC) Building 100 & 200 Renovation Project to be completed by July 2021. This FF&E needs to be installed by August 2021.

STATUS

The FF&E required for the CLC Building 100 & 200 Renovation Project will include product manufactured by local company Omni Pacific and sold through Parron Hall. Products purchased include student computer desks, textbook storage cabinets, and smart podiums/desks.

District and Program Management Office staff plan to purchase the above listed FF&E, and have elected to utilize the North County Educational Purchasing Consortium Agreement.

RECOMMENDATION

Given the foregoing, district staff and the Program Management Office recommend and request that the board take the following actions:

1) Approve the purchase of FF&E from Parron Hall at a cost of $302,973.40 through the use of the North County Educational Purchasing Consortium Agreement;
2) Authorize the vice president, administrative services to issue and execute a purchase order with Parron Hall in the amount of $302,973.40 to purchase FF&E manufactured by Omni Pacific and sold by Parron Hall.

Subject:	Attachment:
Approve FF&E Purchase for CLC Building 100 & 200 Renovation Project - Virco, Inc.	Virco, Inc. Proposal
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 part of the Measure MM bond program, the purchasing of furniture, fixtures and equipment ("FF&E") is needed associated with new construction and renovation projects. The instant need for FF&E is related to the Community Learning Center (CLC) Building 100 & 200 Renovation Project to be completed by July 2021. This FF&E needs to be installed by August 2021.

STATUS

The FF&E to be purchased by Virco, Inc. for the CLC Building 100 & 200 Renovation Project includes district approved student chair desks for the standard classrooms. Each standard classroom will also have an adjustable height ADA table and a teacher table with a modesty panel.

District and Program Management Office staff plan to purchase the above listed FF&E and have elected to utilize the North County Educational Purchasing Consortium Agreement.

RECOMMENDATION

Given the foregoing, district staff and the Program Management Office recommend and request that the board take the following actions:

1) Approve the purchase of the FF&E from Virco, Inc. at a total cost of $127,299.51 through the use of the North County Educational Purchasing Consortium Agreement;
2) Authorize the vice president, administrative services to issue and execute a purchase order with Virco, Inc. in the amount of $127,299.51 to purchase FF&E manufactured and sold by Virco, Inc.

Subject:	Attachment:
Ratify and Approve Contracts and Purchase Orders — February 1 through February 25, 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
February 1 through February 25, 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**
21000186	Whillock Contracting Inc.	K Rail relocation (Fac)	5,870.00
21000220	Russ Stroika	Painting services - Bldg 4500 (Fac)	15,000.00
21000294	ABC School Equipment Inc.	Sliding whiteboards repair - SAN (Fac)	10,631.20

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**
21000236	Liesl Boswell	Consulting services (IS)	30,000.00
21000250	CDW Government Inc.	Software maintenance (AIS)	41,948.82

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**
21000168	3Play Media Inc.	Consulting services (Std Svcs)	15,000.00
21000205	EMSI	Software maintenance (Career Ed)	11,500.00
21000237	Verizon Wireless	Tech supplies/maintenance (Lib)	10,701.96
21000247	CurriQunet	Software maintenance (AIS)	24,200.00
21000278	County of San Diego Auditor & Controller	Contract services (HR/Fiscal Svcs)	11,000.00
21000289	The Nyhart Company	Contract services (Fiscal Svcs)	10,500.00

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 $5,000 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
21000202	Media Highway/PyraMED Health Systems	Maintenance agreement (Std Svcs)	8,695.37
21000206	MSC Industrial Supply Co.	Instructional supplies (CEWD)	8,492.17
21000235	Science Interactive Group	Instructional supplies (Chem)	6,344.10
21000239	Coin Security Systems Inc.	Maintenance agreement (Fac)	6,948.00
21000281	BSN Sports	Supplies (KHAN)	9,646.17
21000293	MSDSonline Inc.	Subscription (Fac)	6,346.00

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**
20000979	Susan Kubik Scott	Additional scope of work	25,000.00
21000237	Verizon Wireless	Additional supplies & services	9,089.60

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**
N/A	No Entries This Month		None

Total Contract Expenditures: $266,913.39
Ratify MCC purchase orders 21000166 through 21000308.

Capital Improvement Program Contract and Purchase Order Ratification List
February 1 through February 25, 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**
21000213	Caliba Inc.	04244 Sitework (OCN)	198,000.00

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

POs from $25,000			
PO #	**Vendor**	**Description**	**Amount**
21000215	Division of the State Architect	04204 Plan Review Fee (OCN)	369,700.00

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
21000216	Dudek	04112 Environmental Consulting Services (SAN)	21,610.00

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**
21000217	Pro Link Engineering Inc.	04102 Inspection Services (SAN)	1,251.85
21000279	ID Enterprise Inc.	04004 Move Service (CLC)	875.00
21000286	SoCal BioMed LLC	04105 Construction Material (SAN)	869.13

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**
20001816	Mobile Mini	04004 Change Order 1 (CLC)	2,302.00

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**
20000591	Barnhart-Reese Construction Inc.	04101 Change Order 11 (SAN)	135,795.85
20000591	Barnhart-Reese Construction Inc.	04101 Change Order 12 (SAN)	98,932.05
20000594	Balfour Beatty Construction LLC	04208 Change Order 3 (OCN)	(35,000.00)
20000595	Swinerton Builders	04203 Change Order 2 (OCN)	216,323.55

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

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

MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000774	Little Diversified Architectural	04207 Change Order 12 (OCN)	9,900.00

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

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

MM-17-002 – Geotechnical Engineering Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000599	MTGL Inc.	04210 Change Order 1 (OCN)	(43,738.25)

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.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**
20001547	Twining Inc.	04208 Change Order 1 (OCN)	(76,169.20)

Total Contract Expenditures: $900,651.98
Ratify purchase orders — 21000215 - 21000217, 21000279, 21000286.
Ratify purchase orders (Task Orders) — No Entries This Month.
Ratify purchase orders (Contracts) — 21000213.

Subject:	Attachment:
Support of Senate Bill 927 (Medina); Baccalaureate Degree Pilot Program	Resolution No. 10-20/21
Category:	Type of Board Consideration:
Action Items	Information Consent Action ✓
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In 2014, Senate Bill 850-Public Postsecondary Education: Community College Districts: Baccalaureate Degree Pilot Program, authorized a pilot program of fifteen community college baccalaureate programs. Fifteen districts were allowed to implement one bachelor's degree, which could not duplicate existing public university programs. This legislation called for an evaluation of the pilot and discussion regarding its future. Currently, those fifteen programs, which include the MiraCosta College biomanufacturing degree, are scheduled to sunset in 2023.

STATUS

California Assembly Bill (AB) 927, introduced during the 2021 legislative cycle, calls for making the current 15 community college baccalaureate degree programs permanent, with the removal of the 2026 sunset date. The bill would also authorize an expansion of the program to authorize additional districts and colleges to apply to the State Chancellor's Office of the California Community Colleges for approval of these unique, workforce oriented baccalaureate degree programs. The bill upholds the prohibition on the duplication of programs at both the University of California and the California State University; the baccalaureate degree offerings at California Community Colleges are to train in the unmet, high-demand workforce fields. AB 927 is the successor legislation to SB 850 proposes to make the existing baccalaureate pilot programs permanent, and expand the opportunity of offering these unique workforce-focused baccalaureate programs to all community colleges through a standard approval process. It also calls for closer coordination between California Community Colleges and public university systems.

RECOMMENDATION

Support Resolution No. 10-20/21 – Support for Senate Bill 927 – Baccalaureate Degree Pilot Program.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 10-20/21

The Board of Trustees of the MiraCosta Community College District supports Senate Bill 927 (Medina): Public postsecondary education: community colleges: statewide baccalaureate degree pilot program

WHEREAS, the Board of Trustees of the MiraCosta Community College District affirms that workforce education is one of the most important missions of California's community colleges; and

WHEREAS, the Board of Trustees recognizes that a growing number of workforce fields and employers now require a bachelor's degree in their job qualifications; and

WHEREAS, California's public universities either do not offer or lack the capacity for providing adequate baccalaureate instruction in these high-demand workforce fields; and

WHEREAS, students who need programs that are not provided in California's public universities in these workforce fields are compelled to leave the state in order to obtain their degrees or to enroll in high-cost nonprofit institutions, or inexpensive for-profit institutions that have questionable success rates and result in significant student debt; and

WHEREAS, community colleges are able to provide high-quality and accessible, local programs at the baccalaureate level, at the affordable cost of $10,560 for all four years; and

WHEREAS, the Board of Trustees supported SB 850 in 2014, which created a pilot project in California for fifteen (15) colleges, including MiraCosta College, to offer a bachelor's degree in a specific career/technical field, with all programs already operating successfully and serving a highly diverse student population, thereby delivering on the promise of creating greater access to four-year degrees for the state's residents; and

WHEREAS, the Board of Trustees also supported SB 1406 in 2018, which extended the “sunset” date for completion of the degree to 2026, meaning that students cannot enroll after 2022 and be assured time to complete their studies; and

WHEREAS, AB 927 has been introduced by Assemblymember Medina, as successor legislation to SB 850 and SB 1406 that proposes to make the existing baccalaureate pilot programs permanent, and expand the opportunity of offering baccalaureate programs to all community colleges.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the MiraCosta Community College District supports Assembly Bill 927, which would make permanent and expand the state's baccalaureate pilot program, thereby supporting continued student recruitment and participation; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the superintendent/president to provide the Board's resolution to members of the legislature, statewide, community and business organizations and leaders, and others who can assist in implementing this important expansion of opportunity for students in California higher education.

_____

Rick Cassar
President

I, Sunita V. Cooke, secretary to the Board of Trustees of the MiraCosta Community College District, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly passed and adopted by said board at a regularly called and conducted meeting held on this 18th day of March 2021.

_____

Sunita V. Cooke, Ph.D.
Superintendent President

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

BACKGROUND

The official ballot of the 2021 California Community College Trustee (CCCT) board election must be signed and returned to the Community College League of California office no later than April 25, 2021. Eighteen candidates are running for the seven open positions on the CCCT board this year.

STATUS

The board of trustees must take action to approve submitting an election ballot for the MiraCosta Community College District. Each board member is asked to choose seven candidates on the draft ballot, which must be returned to the superintendent/president no later than April 20, 2021. These votes will be tallied, and the top seven candidates will be submitted on the official CCCT ballot.

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

RECOMMENDATION

Approve submission of 2021 California Community College Trustee board election ballot.

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

VOTE FOR NO MORE THAN SEVEN (7) CANDIDATES

1. Yvette Davis, Glendale CCD
2. Tina Arias Miller, Rancho Santiago CCD
3. Marguerite Bulkin, Yosemite CCD
4. Edralin Maduli, Chabot- Las Positas CCD
5. Bernardo Perez, Ventura County CCD
6. Gregory Pensa, Allan Hancock Joint CCD*
7. Kendall Pierson, Shasta-Tehama-Trinity Joint CCD
8. Mary Strobridge, San Luis Obispo County CCD
9. Alan Siemer, Lassen CCD
10. Cindi Reiss, Peralta CCD
11. Mark Edney, Imperial CCD
12. Barbara Calhoun, Compton CCD
13. Nan Gomez-Heitzeberg, Kern CCD
14. Margaret Fishman, Sonoma County Junior College District
15. Mary Lombardo, Copper Mountain CCD
16. Michele Jenkins, Santa Clarita CCD
17. Carolyn Inmon, South Orange County CCD
18. Deborah Ikeda, State Center CCD

* Incumbent

Subject: **Board Policy 2015 – Student Trustee**	**Attachment:** **Board Policy 2015 – Student Trustee**
Category: **Board Policies – Periodic Review**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

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

Administrative Procedure 2015 is provided for information only.

RECOMMENDATION

Adopt Board Policy 2015 – Student Trustee.

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

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

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

The student trustee has the right to:

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

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

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

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

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

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

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

The qualifications for this office shall include:

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

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

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

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

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

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

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

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

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

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

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

Subject:	Attachments:
Summer 2020 Credit Graduate List	Credit Graduate List
Category:	Type of Board Consideration:
Information	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The registrar certifies academic performance to ensure students are eligible to graduate.

STATUS

The list of the summer 2020 credit graduates has been forwarded to the superintendent/ president for review and approval.

RECOMMENDATION

For information only.

MiraCosta College Summer 2020 Graduates

Associate in Arts

Shane Avery Allen
Shioban Catherine Ambriz
Brittany Nicole Antoniw
Jose Rafael Arce
Natalia Arnold
Alexis Joelle Asamen
Jaime Ayala, Jr.
Homa Baha
Denali Rose Bishop
Logan Riley Bloch
Bailey Elizabeth Boyce
Kelly Ann Boyce
Alexandra Rose Brooks
Shela M. Bularan
Nidia L. Cano Nunez
Alexander Patrick Carney
David Eric Chester
Darshan Ananda Davis
Richard Andrew Davis
Katie Jane Dawers
Marina De La Cruz
Jennifer Lynn DesAutels
Cassandra Ruby Diaz
Anna Theresa Buenafe Dimaano
Nawel Djebaili
Veronica M. Dubose
Casey Dion Ducharme
Andrew Kyle Eccles
Rebecca Miriam Engel
Elizabeth Antonia Flores
Sara Abraham Flower
Kelly Anne Fouquier
Loretta E. Frasier
Lorena Tatiana Gamez-King
Amanda Marie Garcia
Delise Adena Garza
Lesly Ahilin Gonzalez
Siara Cassie Gorby
Maria Carolina Gutierrez
Olga Henderson
Amber Christine Henry
Jenna Breanne Holden
Delaney Celene Hulshof
Jaysa Rochelle Hursa
Rika Ihara
Shameca Lorraine Jenkins
Alexander Robert Jimenez
David Jordan
Crystal Diane Joslin
Michael Luke Kaszuba
Regina Lynn Kenney
Racheal S. Kincaid
Sarah Marie Kuo
Michael Charles Layne
Lizbeth Llamas
Rosa Itzel Lopez
Mitzi Jocelyn Lopez-Duarte
Luis Antonio Maceda
Judith P. Mangrum
Benjamin Emmanuel G. Marte
Ricardo Martinez Herrera
Maria Ester Maya
Yared Mayorquin
Keenan James McCrary
Pedro Mercado Sanchez
Kariss Anne Miller
Hannah Grace Muskal
Eduardo Nava
Aidan Newhall
Oscar Merlin Pallares
Citlalli Asuncion Pena
Mayra Alejandra Perez
Melissa Perez
Laura Lin Pettis
Marilynne Tauave Poumele-Flores
Farnood Pouransari
Milan Puga
Lisa Marie Quesenberry
Lauren Christine Ragudo
Michelle Renee Ramskill

Taylor Ann Rendon
Savanna Lynn Robershaw
Jocelyn Sofia Robles
Ria Chiara Corporal Rodejo
Ryan John Rogers
Juan Manuel Rosales
Andi Marie Russell
Jessica Ann Sampson
Robert Thomas Sanford
Matthew Orion Saucedo
John Edward Schaefer
John William Schnell
Rachel Nicole Schroeder
Adriana Marie Sims
Breanne Danielle Solis
Alexander David Spiegler
Aliyah Christina Stewart
Miranda Kathryn Swartwood
Melika Talebloo
Arrianna Marie Tate
Emily Thielemann
Andrea Tomas-Ramirez
David Miles Unrath
Steven M. Usrey
Maria De Los Angeles Valencia Esquivel
Phillip Anthony Valerio
Heather Lynn Van Kempen
Alyssa Renee Viveros
Desiree Nicole Warren
Katarina Fay Watson
Vincent Patrick White
Jenni Rene Wright
Marlene Xochical Gijon
Sarah Brianna Zamarron
Zhanar Zhanguzhina

Associate in Science

Maxwell R. Belford
Justin Sterling Brady
Janet Burkhart
Matthew J. Cox
Nicole Lynnette Daniels
Kayla Giselle Deneault
Zachary Layne Ellis
Lani Faualo
Christian Adolfo Flores
Yu Gao
Eileen Garcia
Mattieu Gray
Tyler Colin Leslie
Marysol Lopez
Kiana Marie Macias
Erik Ismael Martinez
Manuel A. Martinez
Allura R. Murray-Cruz
Trang Thi Minh Nguyen
Eric Richard Numrich
Josefina Sofia Pavez Berrios
Alejandra Gabriela Rodriguez
Denise Salazar
Easten Anthony Scott
Bryan Edward Tizon
Cristine Urbina
Amy Giselle Vaca
Tylor Arron White

Certificate of Achievement

Lyubov Abdul
Victoria Alvarez
Jonathan Andino Beniquez
Mayra Angon
Giabella Amoy Apo
Sam Avila
Corinne Athalia Baer
Jessica Barri Ballow
Amanda Lou Bell
Mikai Benn
Isabela Laura Blanco
Johnathon Vincent Borja
Jeffrey Samuel Bratman
Kyndra Faith Brooks
Ian Daniel Burgess
Ana Jazmyn Cabrera
Cherise Camacho
Nancy Viridiana Camille
Casey Laura Campbell
Yoana Noemi Camposeco
Melissa G. Carreon
Sergiu Cazacu
Jonathan Cline
Rebecca Marie Cobian
Alexander Reed Cooper
Andrea Rose Cooper
Joseph Alexander Cruz
Arlette Curiel
Francisco De Los Santos, Jr.
Jack David Edmondson
Shawn Hayoung Eggendorfer
Carlos Alberto Fernandez
Rebecca Julia Fordham
Alberto Galvan
Craig Matthew Garabedian
Jorge Ismael Garcia
Alfonso Leonel Gomez
Dane R. Gonzales
Kassandra Gonzalez
Mark Luetje Gross
Antwon Maurice Haynes
Juan Daniel Hernandez Diaz
James Esco Hill III
Joseph Kyle Hillard
Kendra L. Hines
Rebecca Lee Holder
Katrina Skye Inverso
Ronald Patrick Jackson II
Jeff Parker Jaureguy
Louise Johnson
Christine Millet Johnston
Amber Elizabeth Jones
Katherine Victoria Kania
Haeyin Kim
Jocelyn Liv Kim
Vera Alexandra Kouprina
Eric Anthony Laase
Joel Patrick Layman
Tessa Mei-Chuin Lee
Larissa Renae Leonard
Dylan James Loncar
Christian James Lopez
Viviana Clarisa Lopez
Jorge Luis Lopez, Jr.
Jago Love
Betsy Ellen Lubberstedt Alvarez
Kayla Summer Marker
Kiana D. Martinez
Loren Martinez
Selena Shawnee Mason
Erika Matlala Matlala
Nicole McElroy
Sara Brey Miles
Alicia Mae Mirando
Hannah Quinette Molenaar
Victoria Leonette Monigold
Jose Luis Montiel
Perla Ivon Mora
Wendy Renee Nance
Bianca Navarro
Rae'Bel Aims Neary
Alexandra Caroline Newby
April Nguyen
Anna Lea Oien

Briana Monique Olmos
Cassandra Lee Onori
Gelry Gonzales Opena
Karen Ozuna
Silas Athur Bernard Pappas
Cassandra Rochelle Quinn
Felipe Anthony Ramos
Ashante Monet Randolph
Anita Raygoza
Catherine Mercedes Reape
Jessica Ann Reid
Eric Kenneth Rendon
Jaclyn H. Robaina
Jeffrey Rodriguez
Brendon Lewis Rosenkranz
Rachel Celia Rossenfeld
Joseph Cameron Roth
Grant Stuart Russell
Melissa Kaitlyn Schobert
Elizabeth Serrano Garcia
Jade Trent Shaver
Elyse Jessica Sinsay
Megan Maghari Smith Bergsma
Daniela Solis
Joe Kai Starzy
Yenne Yesica Sumano
Aniesa Thomas
Margarita Janette Torres-Ramirez
Yoshimi Cristina Trivino
Hannah Eve Tuxbury
Shaina Ann Umanzor
Kayla Mae Vaccaro
Victoria Marie Vasquez
Angelique Isabella Velasco
Victor Emmanuel Velediaz
Chantal Masako Watanabe
Matthew Dean Weber
Jacob Allen Wengronowitz
Joi Sienna Wharton
Paul Winkelmann
Jonathan Neil Wright
Michael Hayden Yingling
Jungwon Yoon
Samuel Sung Yun

Summer 2020 Awards by Degree and Major

	Total
Associate in Arts	**262**
Accounting	7
Administrative Professional	1
Anthropology for Transfer	1
Architectural Design	1
Architectural Technology	1
Automotive Technology	1
Child and Adolescent Development for Transfer	3
Child Development Associate Teacher	6
Child Development Master Teacher	1
Child Development Site Supervisor	1
Child Development Teacher	1
Communication Studies for Transfer	16
Computer Aided Drafting and Design	2
Computer Applications Professional for Business	1
Computer Programming Fundamentals	1
Entrepreneurship	1
French	1
History	1
History for Transfer	1
Human Development	3
Landscape Architecture	1
Law Enforcement	1
Liberal Arts Emphasis in Applied Health, Nutrition, & Kinesiology	8
Liberal Arts Emphasis in Arts and Humanities	16
Liberal Arts Emphasis in Business and Technology	5
Liberal Arts Emphasis in Creative and Applied Arts	7
Liberal Arts Emphasis in Mathematics and Sciences	57
Liberal Arts Emphasis in Multicultural Studies	1
Liberal Arts Emphasis in Social and Behavioral Sciences	68
Licensed Vocational Nursing	6
Management	1
Marketing	1
Medical Office Professional	4
Music	2
Music Technology	4
Network and Desktop Systems Administration	2
Office Manager	1
Psychology	2
Psychology for Transfer	14
Sociology for Transfer	5
Spanish for Transfer	1
Studio Arts for Transfer	2
Surgical Technology	1
Theater Arts for Transfer	1

Associate in Science	**39**
Administration of Justice for Transfer	4
Biology for Transfer	3
Biotechnology Research and Development	2
Business Administration for Transfer	24
Early Childhood Education for Transfer	2
Film, Television, and Electronic Media for Transfer	2
Information Technology	1
Internet and E-Commerce	1
Certificate of Achievement	**223**
Accounting	8
Administrative Professional	1
Architectural Design	1
Automotive Technology	2
Biotechnology Research and Development	2
Child Development Associate Teacher	3
Child Development Site Supervisor	1
Computer Aided Drafting and Design	2
Computer Programming Fundamentals	1
CSU General Education	96
Entrepreneurship	1
Hospitality Management	1
IGETC	69
Information Technology	1
Internet and E-Commerce	2
Landscape Architecture	1
Law Enforcement	1
Licensed Vocational Nursing	5
Management	1
Marketing	1
Medical Office Clinical and Administrative Professional	2
Medical Office Professional	5
Music Technology	4
Network and Desktop Systems Administration	2
Nursery/Horticulture Crop Production	1
Office Manager	1
Surgical Technology	1
Systems Administration	1
Video and Media Design	1
Yoga Instructor (300 Hours)	5
Grand Total	**524**

Subject:	Attachment:
Annual Financial Audit Services and Performance Audit of the Building (Measure MM) Fund for FY2021/22	**None**
Category:	**Type of Board Consideration:**
Information Items	**Information** ✓ **Consent** **Action**
Recommended:	**Approved for Consideration:**
Tim Flood **Vice President, Administrative Services**	**Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

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

STATUS

On April16, 2020, the board approved Eide Bailly LLP, https://www.eidebailly.com/, with a five-year contract to perform the district's annual financial audit and the district's General Obligation Bond *Measure MM* financial and performance audits. Eide Bailly LLP will perform the audit for FY2021/22, the second year of the contract.

Auditor's Fees:

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

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

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

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

RECOMMENDATION

For information only.

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

Admissions and Records (Jane Sparks)

Despite working in a remote environment, the Office of Admissions and Records is busier than ever. Below is data reflecting applications, petitions, and transcripts processed in fall 2019 compared to fall 2020.

	Fall 2019	Fall 2020
Matric/Prerequisite	1,593	1,719
Applications Processed	8,845	8,016
Graduation Petitions Received	942	991
Graduation Petitions Awarded	714	773
Transcripts sent	7,204	7,591

Athletics (Patrick Conahan)

The Athletics department has been busy supporting student-athletes and planning for a safe return to training.

The department offers weekly Zoom meetings with the coaches and weekly online study halls led by staff members. In addition, individual weekly enhancement meetings are held with students that need additional support. Fall academic data for student-athletes shows positive trends, considering the overall challenges that the students were enduring.

The department successfully completed a return to on-campus training. For five weeks, starting in October, the student-athletes returned to campus in small groups, twice a week, for strength and conditioning that was outdoors, physically distant, and highly mitigated for safety. Training was supervised by the athletic director and the athletic trainer while coaches led the actual training sessions. Post survey data supports the decision to return to campus in a safe manner. Ninety-five percent of participants said that they strongly agreed or agreed that the outdoor training improved their fitness. Eighty percent said that they strongly agreed or agreed that the outdoor training improved their mental and emotional state. Sixty-eight percent said that they strongly agreed or agreed that they were more engaged in their academic work during the training.

Campus Assessment, Resources, and Education (CARE) Program (Devon Boone)

The Campus Assessment, Resources, and Education (CARE) Program continues to provide case management to students through Zoom and phone sessions. The CARE Program continues to manage an influx of referrals related to hardships caused by the pandemic including need of food, housing, financial support, technology, and other basic needs. Students may now request funds for rental assistance to address housing insecurity.

Drive-Thru Farmer's Market distributions continue to be a success for students to access food and are available on the Oceanside Campus and the Community Learning Center, with additional food reserved for students at the San Elijo campus and TCI. To date, we have distributed 46,870 pounds of food to 1,558 individuals.

During the spring 2021 flex week, CARE hosted an inaugural Basic Needs Advocate Training that will be available to faculty, staff, and administrators on a bi-annual basis to provide best practices, strategies, and approaches to connecting and meeting students' needs.

Disabled Students Program and Services (DSPS) (Jeff Higginbotham)

Disabled Students Program and Services (DSPS) observed a reduction in student headcount from fall 2019 (744) compared to fall 2020 (601), predominantly due to the impact of COVID-19.

The department is coordinating with Oceanside, Carlsbad, and San Marcos school districts to offer virtual DSPS outreach presentations for incoming summer/fall high school graduates who receive academic accommodations in high school.

The department is pleased to offer a DSPS-specific section of COUN 100 for the first time this spring 2021.

So far for spring 2021, the DSPS Access Specialist and Assistive Technology Assistant have delivered 137 textbooks in alternate format for 54 students who require or benefit from the use of text-to-speech software to access print material. The Access Specialist has fulfilled 92 instructional video captioning requests, supported through CCCCO and institutional funding. The Assistive Technology Assistant continues to offer individualized student support during the week through Zoom, email, and phone for students experiencing challenges with technology and institutional platforms such as Canvas, SURF, and Microsoft Office programs.

The department has increased collaboration with PUENTE to support students who previously received support services during high school but have been unaware of academic accommodations available through DSPS. The department continues its collaboration with Student Health Services in support of a Social Skills Group led by a Mental Health Counselor.

The Disabled Students Programs and Services (DSPS) department will formally change their program title to Student Accessibility Services (SAS), effective fall 2021, following research conducted by the department and student feedback received through a survey. This change is intended to shift the title's emphasis upon "disabled students" to the services provided by the department.

Financial Aid Office (FAO) (Mike Dear)

The MiraCosta Financial Aid Office (FAO) finalized the census repackaging and has now disbursed 100 percent of spring aid. The office also implemented a new "Award Letter/Notification" for students via CampusLogic, our online platform that manages the federal application processing information. The new notification is much more engaging and informative, essentially more student-centered and student-friendly. The FAO website has imbedded videos, helpful resources, links to outside and internal resources, and departments in order to increase knowledge and awareness throughout the financial aid process. Financial aid is also preparing to launch the Satisfactory Academic Progress (SAP) communications via CampusLogic to centralize all information and create a "hub" for students to review information pertaining to financial aid. Staff continue to be accessible to students via telephone, email, live Cranium Café chat and Zoom.

<u>2020/21 Aid Year</u>

- FAO has processed 12,034 unduplicated ISIRS
- Total Pell paid this year = $12,048,456
- Approximately 1,566 students received the Promise spring 2021, at a cost of about $1.0 million in tuition and fees.

First Year Forward (FYF) (Elle Smith)

First Year Forward (FYF) continues to identify and pursue creative and effective means to provide support services to students remotely. FYF offered enrollment sessions via Zoom to provide academic counseling and guidance to students for spring enrollment.

The Peer Academic Liaisons (PALs) outreached to students at least three times per semester via email and phone to provide transition support, refer students to resources, and to inform them of important deadlines and events. PALs hold regular virtual office hours, and at least one PAL is available each weekday to provide peer support to students by Cranium Café chat and one-to-one Zoom meetings.

Additionally, FYF continues to communicate with students via the newsletter and social media, and metrics show both channels have seen a steady increase in engagement. FYF, SSSP, and Outreach are collaborating on a communications strategy to streamline student communications from the recruitment stage throughout students' first year at the college.

In May, FYF will host two First-Year Welcome presentations, in English and in Spanish, for prospective students to learn about academic programs and support services at MiraCosta College.

GEAR UP (Julie Johnson)

Seventeen individuals representing MiraCosta College, Oceanside Unified School District, and GEAR UP attended the online GEAR UP Winter National Conference, Capacity Building Workshop and presented on a panel entitled "Preventing Summer Slump" with 500 participants in both of the two sessions. The GEAR UP leadership team met for two full days to address four topics: student engagement, parental involvement, GEAR UP staff contributions, and consistency at our target school sites.

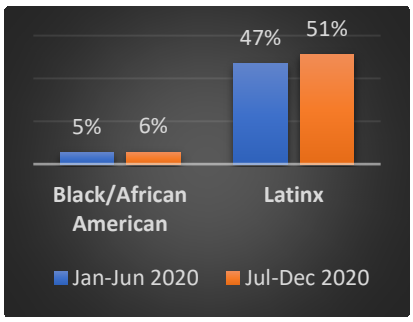
This summer, GEAR UP will be involved in several programs offered for incoming sophomores (Cohort 1) and incoming freshmen (Cohort 2), with the focus on maximizing advancement of their learning potential.

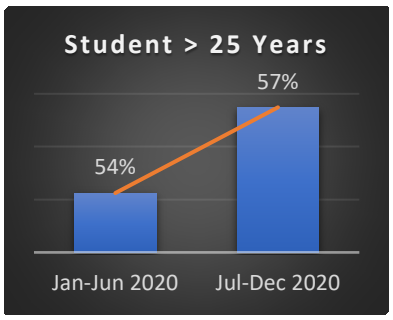
Health Services (Kim Marquardt)

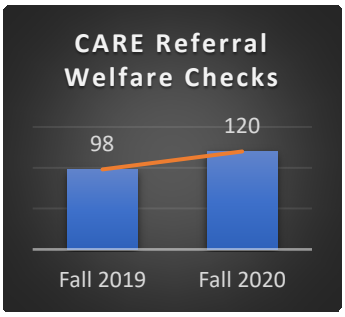
Student Health Services continues to operate remotely with telehealth and teletherapy services carrying out over 3,000 appointments with 1,167 individual students served since going remote in March 2020. The department also continues to engage with students via social media and a new hub in Canvas.

The mental health counseling team offers individual and relationship counseling, facilitates groups and workshops, and mobilizes the new peer educator program to conduct campus-wide promotion and stigma reduction of mental health support. The medical team has been collaborating with several community partners including TrueCare and Champions for Health to offer health and wellness education and services to the campus community.

The department recently established a Health Services Foundation Fund to support disproportionally impacted students and continues to strive for more equitable practice participating in monthly team discussions exploring the topics of anti-racism and cultural competence, and have developed a new personalized departmental commitment statement.







The first two graphs demonstrate the increased volume of students served in disproportionately impacted groups in 2020, which resulted in targeted outreach efforts to UMOJA, Summer Bridge, EOPS and PUENTE students, attendance at UMOJA and PUENTE events, outreach to faculty who incorporate content focusing on the experiences of Black/African American communities, and efforts by the peer educators who reflect the student body. The last graph represents more than a 22 percent increase in responsive outreach to students with significant mental health and safety-related concerns through CARE Referrals. *All statistics taken from our electronic medical records system PyraMED.

International Office (Mia Scavone)

The International Office enrolled 16 new international students for spring 2021; eight are attending with an F-1 visa, with eight enrolled from their home country. New students are enrolled from nine different countries: Brazil, Cambodia, China, France, Germany, Japan, South Korea, Taiwan, and Vietnam. Since March 2020, the Department of Homeland Security (DHS) has approved modified F-1 visa rules due to the pandemic. Since March 2020, new international students cannot enter the United States if they are not enrolled in classes that meet in-person. DHS modifications affect how we admit and enroll students into the international program. As of spring census, 121 international students are enrolled at MiraCosta College; 92 holding an F-1 visa, and the others enrolled part-time or not holding student visa status at this time.

To accommodate the needs of international students in five different time zones, ranging 17 hours, IIP provides support services mainly between the hours of 8 a.m. – 7 p.m. This includes student-led Zoom chats twice per week, staff office hours, and academic counseling appointments two days per week.

The International Office and Associated Student Government are hosting a **Virtual Cultural Fair** on Monday, March 8, from 5 – 6 p.m. PST.

Non-Credit Student Success and Support Program (NCSSSP) (Mitra De Souza)

NCSSSP has continued to support students during the pandemic by working one-on-one with new students to ensure that they are successfully on-boarded. This entails helping students apply, set up their SURF accounts, access the orientation, and make appointments with the noncredit counselors. In addition, time is spent helping students learn how to register using SURF, navigate Canvas, and use Zoom.

Continuing Education students continue to experience challenges regarding access to technology and basic needs. We are thankful to the MiraCosta Foundation for providing additional funding to purchase 50 more laptops and have been working to distribute those to students in need.

School Relations/Diversity Outreach (Jonathan Gomez)

The Outreach Department held a virtual Taste of MiraCosta event for high school counselors. Fifty-two counselors were in attendance and participated in workshops regarding various services and academic programs.

Student ambassadors participated in a spring retreat and continued offering virtual appointments and application support for high school students. In addition, the outreach team assisted with Spartan Start, held virtual application workshops, and virtual college information nights with various schools.

Service Learning and Volunteer Center (Bea Palmer)

The Service Learning and Volunteer Center is directly impacted by COVID's restrictions to service in the community. Fortunately, faculty continue to see the value in service and continue to offer service learning in their courses. Students collectively served 2,392 hours of virtual community service. A total of 192 students completed curricular and co-curricular service, in spite of their many difficulties that students are going through with technology, housing insecurity, loss of wages, multiple jobs, taking care of their children and loved ones, working out of their homes, etc. All of their service was conducted via virtual service opportunities.

Fall 2020 Semester Data	
Number of Individual Classes offering Service Learning	15
Number of Community Partners (both SL and VP)	20
Number of Students (Unduplicated) who participated in Volunteer Program	49
Number of Students (Unduplicated) who participated in Service Learning Program	144
Number of Service Learning Hours	1963.86
Number of Volunteer Hours	428.75

The Service Learning team hosted three days of campus-wide service that raised awareness of farmworkers and the implications of COVID, and Dr. King's Virtual Day of Service in collaboration with Social Justice and Equity Center and Cal State San Marcos. The program manager hosted a service learning in a virtual-world flex workshop in partnership with Dr. Thao Ha from the Sociology Department, which was well attended. Additionally, the program manager continues to engage and cultivate relationships with local community partners to stay abreast of the changing needs and requirements for volunteers.

This year the annual STREAM Festival will be held as a virtual event on Saturday, April 24, 8:45 a.m. -12:15 p.m. The event will host six 20-minute live-STREAM workshops, and several mini-infomercials about campus programs, college opportunities, and community resources. Additionally, the program will unveil the STREAM Google website that will host various other pre-recorded STREAM activities. This year the STREAM Festival will also collaborate with Remake Learning Day, a program from USD that promotes learning and family engagement across the country.

Student Equity (Kristina Londy)

The Department of Student Equity continues to offer support and training across various spaces within the college. Functional area updates include:

The Social Justice and Equity Center welcomed 990 attendees to events during the fall semester and reached 715 followers on its Instagram account @mccsjec, where events are posted and resources are shared. Barrio Empowerment was held online and hosted 75 OUSD high school students to a day of interactive virtual engagement and community building. The SJEC Interns facilitated conversations about individual chapters of Ijeoma Oluo's *So You Want to Talk About Race* as part of the SJEC Talks about Race series. Speakers facilitated workshops as part of the 101 Series, which will continue with five new workshops in spring. Students who attend four or more workshops in an academic year will receive the SJEC Scholar Certificate and be honored at our SJEC Scholar Celebration on May 19.

LGBTQIA+ Equity staff, along with students, attended the national Creating Change Conference which brings together renowned activists and scholars from all around the nation to discuss best practices, research, and build community. Continuing efforts to expand our reach, the LGBTQIA+ Equity specialist has continued to work with the CCC LGBTQ Summit, a large conference, championed by Chancellor Oakley. As part of the statewide team putting on the event and program, staff will host a presentation on data collection for this population at the summit. Additionally, the area is continuing its dynamic programming schedule started in the fall and is gearing up for the launch of the new Pride Inclusion Training (the replacement of Safe Space program), which will take place on March 12.

The intersectional identities and cross-cultural experiences of ASE students are honored through mentorship, tailored resources, and culturally sustaining pedagogies that reflect the institutional commitments to racial justice, diversity, equity, and inclusion. Below are updates for each ASE program:

PUENTE has been creating communities centered on literacy by reading and having literacy discussions with authors such as Reyna Grande. PUENTISTAS celebrated Noche de Familia and introduced their family members. PUENTISTAS participated in the PUENTE Virtual Transfer Motivational Conference coordinated by the PUENTE National office with a keynote addressed by Dr. Cornel West who spoke on the resiliency of Black and Brown communities and the

importance of finding joy in our lives despite the pandemic. PUENTE continues their Study Halls celebrating literacy with guest poets and authors.

Undocumented People Rise in Solidarity and Empowerment (UPRISE) offered its second-course focusing on career planning regardless of immigration status. As a recent adoption to the ASE programs, the team has been strategic in planning and seeking out funding and support as the Catalyst Foundation grant support ends in spring 2021. Community is maintained and is thriving through the ongoing UndocuSpartan Welcome, Know Your Rights Workshops, UndocuAlly Trainings, and collaborative partnerships with LGBTQIA+ Equity, legal service provider Jewish Family Services, and the Community Learning Center.

The Umoja Program partnered with the Career Center to host a series of six career workshops leading up to the Fall Career Fair. Umoja collaborated with TASC to provide focused support from an assigned academic success coach during our twice-weekly village hours. The program hosted 11 porch talks during the fall semester culminating in the end of semester Kwanzaa celebration and kicked-off the spring semester with the welcome back meet-n-greet. In partnership with Health Services, the program is continuing its partnership to host the Black Student Support Group every week.

RAFFY (Resources and Assistance for Former Foster Youth) is a comprehensive and effective program that has yielded an astounding 85 percent retention rate for students utilizing all of its services. With 51 students currently enrolled in the program, recruitment continues to ensure former foster youth register for classes. RAFFY Support Circles are offered twice a month for the students and students are always given a $25 gift card to assist in meeting needs. The program had three graduates and was able to provide 11 scholarships from various donors in the fall 2020 semester.

MANA participated in the international Association for Social Anthropology in Oceania. Nine Mana students were featured discussing the experiences of being Pasifika in the era of the Black Lives Matter Movement. MANA has dedicated eight weeks of the Fale Fono/Talanoa series to a performing arts project and has begun a deliberate partnership with academic coaches from the Tutoring and Academic Support Center (TASC).

Student Life and Leadership (Chelsea Kott and Kathy Rodriguez)

Programming for virtual and in-person student engagement has continued to be successful for fall 2020 and spring 2021. Notable events included Weeks of Welcome, De-Stress Drive-Thru, Pumpkin Drive-Thru and Decorating Contest, and Club Rush. Planning for the 2021 Virtual Commencement, which is scheduled for Friday, May 28, 2021, is underway. Student Life and Leadership is busy planning and coordinating the virtual ceremony and related events including a week-long GradFest (April 26-30) and a drive-thru event (May 20 and 21).

The Emerging Leaders Institute (ELI) will continue in the spring with a new cohort offering a mix of synchronous and asynchronous engagement connected to developing strengths and leadership within the community.

The Associated Student Government (ASG) responded to AB 963: Student Civic and Voter Empowerment Act by coordinating and hosting events around the 2020 Presidential and local elections. This included a Rock the Vote video campaign (YouTube), Propositions 101 (Zoom), and How to Register to Vote and Check your Registration Status (Instagram Live). The ASG and Inter Club Council (ICC) are working on the creation of two scholarships with the intention to support disproportionately impacted students. These scholarships will be issued to a total of three recipients, who will be awarded $1,000 each.

Student Success and Support Program (Tina Helmstreit)

The Student Success and Support Program, with additional student services and instructional partners, served 88 students through two Spartan Start sessions in January. This was the second time Spartan Start orientation was offered via Zoom to connect incoming students to faculty, staff, and peers. Once survey results are assessed, further program enhancements will be developed to meet the current needs of students during this pandemic.

Testing (Sinclaire Tirona)

The Testing and Academic Proctoring Center has continued to serve and support our students and faculty with remote services. We have continued our online proctoring services via Zoom and are excited to be providing these services to the following:

- All DSPS students with exam accommodations
- Students with extenuating need/circumstances (including but not limited to the following):
    - Students serving as essential workers
    - Students with technology/access needs
    - Students in asynchronous courses unable to test within the parameters provided by their instructor
    - Students in need of alternate exam scheduling/access (i.e. students in synchronous courses unable to make instructor-scheduled exams due to childcare/work conflicts)
- Students taking the Chemistry Challenge Exam or Spanish Challenge Prompts
- Students completing the Spanish Credit for Prior Learning (formerly CBE)

In December and January, Testing Services offered professional development workshops for faculty and staff on best practices and tips for online proctoring.

For our placement and assessment services and support, staff continue to provide information and placements to students virtually through a variety of means, including multiple measures, high school transcript evaluation, and the guided self-placement tools in English, math, and ESL.

The Testing Center has continued to support Scott Fallstrom and the Math Learning Center in organizing and coordinating the Bridge to Success in Math Program.

Veterans (Liz Draper)

Over 3,000 military-affiliated students are enrolled in classes for the spring 2021 semester with over 400 of them requesting to use GI Bill benefits. The Veterans Services team has been working to serve students through various formats in order to accommodate a variety of needs. At this time, students are being served via phone, live chat, video chat, and email.

Virtual VA Disability Claims Clinics have started for the spring semester. These clinics allow student veterans to work with a VA representative to start or increase their VA Disability rating for financial compensation. Claims Clinics are very popular with students and spots are often full within the day they are announced. Veterans Services is again offering book vouchers to students who need additional support to purchase textbooks.