# MIRACOSTA COMMUNITY COLLEGE DISTRICT
# BOARD OF TRUSTEES

## REGULAR MEETING
## 4 PM – THURSDAY – MAY 20, 2021
## Zoom Conference

## AGENDA

## I. CALL TO ORDER

## II. FLAG SALUTE / ROLL CALL

## III. APPROVE MEETING MINUTES

A. Special Meeting/Board Workshop of April 15, 2021
B. Regular Meeting and Special Meeting/Closed Session of April 15, 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. Program Review Mechanics and Impact
B. DEI/EEO and Employee Demographics

## VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Hourly Rates for Music Composer
C. Adopt Annual Resolutions Authorizing Designated Agents
D. Approve Curriculum for 2021/22 Catalog, Part IV
E. Approve Summer 2021 Annual Program Components for OUSD CCAP Dual Enrollment Program
F. Approve Updated Course Agreement with Cathedral Catholic High School for Summer 2021 Dual Enrollment Program
G. Approve Updated Course Agreement with Cathedral Catholic High School for the Fall 2021 and Spring 2022 Dual Enrollment Program
H. Approve Two-Year Agreement with CliftonLarsonAllen LLP for Internal Audit Services
I. Ratify Purchase of Sanitizing Equipment in Preparation for Fall 2021 Return
J. Adopt Resolution No. 12-20/21 Education Protection Account
K. Ratify Budget Transfers/Revisions
L. Ratify and Approve Contracts and Purchase Orders March 20 – April 23, 2021

## VIII. ACTION ITEMS

A. Adopt Resolution No. 15-20/21 to Declare April as Diversity, Equity, and Inclusion Awareness Month
B. Approve Equal Employment Opportunity Plan and Equal Employment Opportunity Fund Multiple Method Allocation Certification Form
C. Adopt Resolution No. 11-20/21: Authorize Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department
D. Approve Emeritus Status for Full-Time and Associate Faculty Members
E. Approve Gold Circle Club Membership for Retired Classified Employees

## IX. BOARD POLICIES – PERIODIC REVIEW (Action Required)

A. Board Policy 2410 – Board Policies/Administrative Procedures
B. Board Policy 2435 – Evaluation of Superintendent/President
C. Board Policy 5140 – Disabled Students Programs and Services
D. Board Policy 3518 – Child Abuse and Mandated Reporting
E. Board Policy 7210 – Academic Employees

## X. BOARD POLICIES – SECOND READ (Action Required)

A. Board Policy 3515 – Reporting of Crimes
B. Board Policy 6750 – Parking
C. Board Policy 6800 – Occupational Safety
D. Board Policy 7600 – College Police Department

## XI. BOARD POLICIES – FIRST READ

A. Board Policy 5210 – Communicable Disease (for students)
B. Board Policy 7240 – Confidential Employees
C. Board Policy 7330 – Communicable Disease (for employees)

## XII. INFORMATION

A. Third Quarter Fiscal Report

## XIII. 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

## XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

## I. DECLARE NEED FOR CLOSED SESSION

A. Conference with Legal Counsel
Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))
- 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

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

A. Conference with Legal Counsel
Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))
- 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

## XV. ADJOURNMENT

**UPCOMING MEETINGS**

**4 p.m. – June 10, 2021**
**Board Workshop**

**4 p.m. – June 17, 2021**
**Regular Meeting**

Board meetings are normally held in meeting rooms that are accessible to those with mobility disabilities, however, an executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). 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** **April 15, 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, April 15, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:30 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

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

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

**III. DECLARE NEED FOR CLOSED SESSION**

At 2:30 p.m., the board announced the need to enter closed session, along with Superintendent/President Sunny Cooke and Vice President Charlie Ng, to discuss the following topics:

**D. 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

**E. 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

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

## IV. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION

At 4:05 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.

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

**MINUTES OF REGULAR MEETING** **April 15, 2021**
**(*DRAFT*)**

## I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, April 15, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:13 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 Charlie Ng
Vice President Alketa Wojcik

## III. APPROVE MEETING MINUTES

### A. Regular Meeting and Special Meeting/Closed Session of March 18, 2021

By motion of Trustee McNeil, seconded by Trustee Broad, the minutes of the special meeting/closed session of March 18, 2021, were approved.

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

### B. Special Meeting/Board Workshop of March 18, 2021

By motion of Trustee McNeil, seconded by Trustee Broad, the minutes of the special meeting/board workshop of March 18, 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

A public comment received by Joe Chirra regarding equal pay for associate faculty was read by Board Secretary Julie Bollerud.

## V. CHANGES IN AGENDA ORDER

None.

## VI. PRESENTATIONS

### A. Phi Theta Kappa Update

Phi Theta Kappa officers, along with advisors Delores Loedel and France Cruz, reported on the activities and accomplishments of the 2020/21 academic year.

### B. Student Employee of the Year Award Presentation

Student Employment Specialist Viviana Rodriguez introduced this year's nominees for student employee of the year. Nominees included Alesi Myers, Literary Leader; Mubai Isabella Huang, International Outreach Coordinator; and, Quiemari Mikes, Student Ambassador. Mubai Isabella Huang was announced as the winner for both the State of California and for MiraCosta College.

## VII. CONSENT ITEMS

A. **Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
B. **Approve Reorganization of Purchasing Department, Job Descriptions, and Salary Schedules-Purchasing Supervisor, Warehouse Supervisor, Warehouse/Mailroom Specialist**
C. **Approve Employment Contract for Professional Expert**
D. **Approve 2021/22 Sabbatical Leave Applications**
E. **Approve Purchase Order with the Community College Library Consortium**
F. **Approve Identity and Access Management Security Software Licensing Subscription, Technical Support Services, Maintenance and Professional Services**
G. **Approve Purchase Order for Network Server and Equipment Refresh/Replacement**
H. **Approve Renewal of Oracle Enterprise Database Software Maintenance, Licensing, and Technical Support Services**
I. **Approve Renewal of Data Collection and Assessment System Software, Support Services and Maintenance Agreement with CampusLabs (now known as Anthology)**
J. **Approve Renewal of Network Security Software Licensing Subscriptions, Technical Support Services and Maintenance Agreements: Endpoint Protection Software and Firewall Software**
K. **Approve Use of Cooperative Purchase Agreements - CLC Building 100/200 Renovation Project - Parron Hall**
L. **Approve Construction Services Contracts for Bid MM-20-020 San Elijo B900 & B400 Renovation Projects**
M. **Approve Construction Services Contract for Bid MM-21-002 OCN Strong Workforce Computer Lab**
N. **Ratify and Approve Contracts and Purchase Orders February 26 – March 19, 2021**

Consent Item K, L, M were pulled for discussion.

By motion of Trustee Simon, seconded by Trustee McNeil, consent items A through J, and item N were approved.

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

By motion of Trustee McNeil, seconded by Trustee Fischer, consent item K was approved.

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

By motion of Trustee McNeil, seconded by Trustee Merchat, consent item L was approved.

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

By motion of Trustee McNeil, seconded by Trustee Fischer, consent item M was approved.

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

## VIII. ACTION

### A. Appoint Independent Citizens' Bond Oversight Committee Members

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the reappointment of Josh Mazur, who represents the business community, and William Howe, who represents the community at-large, for a second two-year term to the Independent Citizens' Bond Oversight committee.

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

## IX. BOARD POLICIES – PERIODIC REVIEW

### A. Board Policy 3515 – Reporting of Crimes

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 3515 – Reporting of Crimes, with friendly amendments by Trustee Fischer.

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

**B. Board Policy 3600 – Auxiliary Organizations**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the periodic review and adopted Board Policy 3600 – Auxiliary Organizations.

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

**C. Board Policy 5205 – Student Accident Insurance**

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 5205 – Student Accident Insurance.

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

**D. Board Policy 6530 – Vehicle Use/Driver Authorization**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the periodic review and adopted Board Policy 6530 – Vehicle Use/Driver Authorization.

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

## X. BOARD POLICIES – FIRST READ

**A. Board Policy 6750 – Parking**
**B. Board Policy 6800 – Occupational Safety**
**C. Board Policy 7600 – College Police Department**

Proposed edits to Board Policies 6750, 6800, and 7600 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.
Trustee Fischer suggested adding hate crimes to the list on Administrative Policy 7600, which can be reviewed by College Council.

## XI. COLLEGE-RELATED REPORTS

**A. Trustees Activities**

Trustees Broad, Cassar, and McNeil attended the welcome ceremony for the bachelor's degree in biomanufacturing. Trustees Broad and Merchat attended the San Diego North Economic Development Council (SDNEDC) Summit this week. Trustees Merchat and Cassar attended the Comprehensive Giving Plan meeting with Foundation board members. Trustee Merchat also attended the *How to be an Anti-Racist* book review, viewed the MiraCosta play *Working*, and he tested new chairs for the Boardroom. Trustee Cassar attended the SDICCCA meeting, where proposed assembly and senate bills were discussed. He reminded board members to send in their votes for the CCCT election.

**B. Students**

Student Trustee Kristina Quandt reported that she recently attended a virtual round-table discussion event on how AB1456 will make financial aid more equitable and accessible to serve more students for California Community colleges. Voting in the

Associated Student Government elections will take place at the end of April, and they are working on commencement events.

**C. Classified Employees**

Classified Senate President Carl Banks reported the Classified Senate held a forum with essential workers to hear their concerns, and they have been participating in the Back2Campus meetings to share their concerns. Classified Senate elections are underway and will close April 16; new officers and senate members will be announced next Tuesday. Nominations are currently being accepted for outstanding classified employee and spotlight awards to recognize classified professionals and the outstanding work they do.

**D. Faculty**

Academic Senate President Luke Lara congratulated Music Faculty Christy Coobatis for co-authoring an article in the statewide economic senate's rostrum titled Regional Advisory Boards, and Counseling Faculty Adrean Askerneese, who has also co-authored a paper that is being considered for adoption at the Plenary. The California Academic Senate Plenary began today, with nine MiraCostans attending. The theme of the conference is *Working Collectively: Transforming and Decolonizing Institutions*. Lara and several other MiraCostans (Maria Figueroa, Edward Pohlert, and Adrean Askerneese), will be presenting at the Plenary, including. Lara noted that Dr. Roberto Hernandez, Chicano Studies faculty member at San Diego State University, was today's keynote speaker.

**E. Vice Presidents**

**1. Instructional Services**

Vice President Dieckmeyer reported we are in the home stretch for completing the fall schedule, which will be published online by April 26. Many events coming up include the Career Center job fair on April 28, the virtual theatre performance *Working*, and a special performance of *Fourteen* on April 29. Dance Break 2021 will begin on May 13 and is titled *Oxygen for the Soul*.

**2. Student Services**

Vice President Wojcik gave an update on the many celebrations coming up, and said invitations for all of these events will soon be going out. The student speaker and poet for commencement has been selected and will be announced shortly.

**3. Administrative Services**

No report.

**4. Human Resources**

Vice President Ng reported that Human Resources staff members are working on recruitments for this spring, and they continue to work on areas in WorkDay. There is a new training system being developed online this summer to report to the Chancellor Office for professional development.

**F. Superintendent/President**

Superintendent/President Cooke reported that she has been on campus over the past few days and there is a lot of activity as folks are getting ready for fall, especially in the AIS, Facilities, Grounds and Maintenance Departments. Construction prep and infrastructure work is in full force, and the trailers for the administration building are arriving. She thanked employees for all of their work in cleaning, recycling, and packing their offices to be ready for the move some time in June. The Human Resources department has pulled

together a number of wellness events recently, and today's session had 75 participates, all very engaged in the workshop.

## XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

## XIII. ADJOURNMENT

The meeting adjourned at 5:19 p.m.

**MINUTES APPROVAL:**

| | |
|---|---|
| Richard Cassar<br>Board President | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

| | |
|---|---|
| **Subject:**<br><br>**Program Review Mechanics Presentation** | **Attachment:**<br><br>**PowerPoint Presentation** |
| **Category:**<br><br>**Information** | **Type of Board Consideration:**<br><br>**Information** ✓ **Consent** **Action** |
| **Recommended:**<br><br>**Tim Flood**<br>**Vice President, Administrative Services** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

The Budget and Planning Committee (BPC) and the Institutional Program Review Committee (IPRC) are responsible for developing, reviewing and revising the processes of program review and resource allocation. The committees have developed and continue to improve upon the processes that ensure that every program/unit in the district engages in program review, and that resource allocation recommendations are data-informed.

## STATUS

Vice President of Administrative Services Tim Flood, Dean of Research, Planning and Institutional Effectiveness Christopher Tarman, and Mathematics faculty and IPRC Co-Chair Polo Mariscal will provide an overview of the Program Review process and mechanics.

## RECOMMENDATION

For information only.

# Program Review Process and Impacts

May 20, 2021

# PURPOSE OF PROGRAM REVIEW

Program Review is a regular process of assessment, evaluation, and reflection that occurs at the department level with the focus on continuous improvement.

- Every 3 years, a department undergoes a comprehensive review and then submits annual updates
- Departments review data (dashboard includes success, outcomes; surveys; accomplishments)
- Departments set goals aligned with college goals
- Identify strategies to implement towards meeting goals
- Identify resources that may be required to implement some goals

MiraCosta College

# PROGRAM REVIEW ROLES & RESPONSIBILITIES

**Institutional Program Review Committee (IPRC):**

- Establish and revise college-wide program review standards and processes
- Create and implement process for academic and nonacademic program review validation aligned with college mission and goals
- Includes:
  - Core Competencies into instructional program review (jointly with AAC)
  - Core Competencies, Service Area Outcomes (SAOs) and Administrative Unit Outcomes (AUOs) into support and hybrid program review

**Budget and Planning Committee (BPC):**

- Recommend tentative and final budgets
- Recommend strategic and master plans
- Review total cost of ownership (TCO) and institutional sustainability for grant efforts and resource allocation
- Develop and implement resource allocation process
  - Review and prioritize Program Review resource allocation requests and recommend funding to Superintendent/President

MIRACOSTA COLLEGE

3

# COMPONENTS OF PROGRAM REVIEW

**The arrow below reflects how a Program Review is supported. A Program Review (Plan item) is supported by Goals, a Goal is supported by Action Plans, and an Action Plan is supported by a Resource Request, **if needed.***

# PROGRAM REVIEW MECHANICS

**Supplies, Equip., Tech., Facilities and Non-Faculty Staffing Program Review Timeline**

Spring: All programs/units complete:

- Comprehensive Program Review every 3 years OR
- Annual Updates

Deans/VPs review program/unit PRs and work with program/unit to further develop Goals/Action Plans tied to institutional goals.

**Resource Allocation Request Timeline BPC**

Fall: Programs requiring new resources complete:

- Resource Allocation (RA) Request.

Spring:

- RA requests are ranked separately by divisions, EMT, BPC
- BPC recommendation of RA request funding
- Superintendent/President RA funding decision

MiraCosta College

# PROGRAM REVIEW MECHANICS

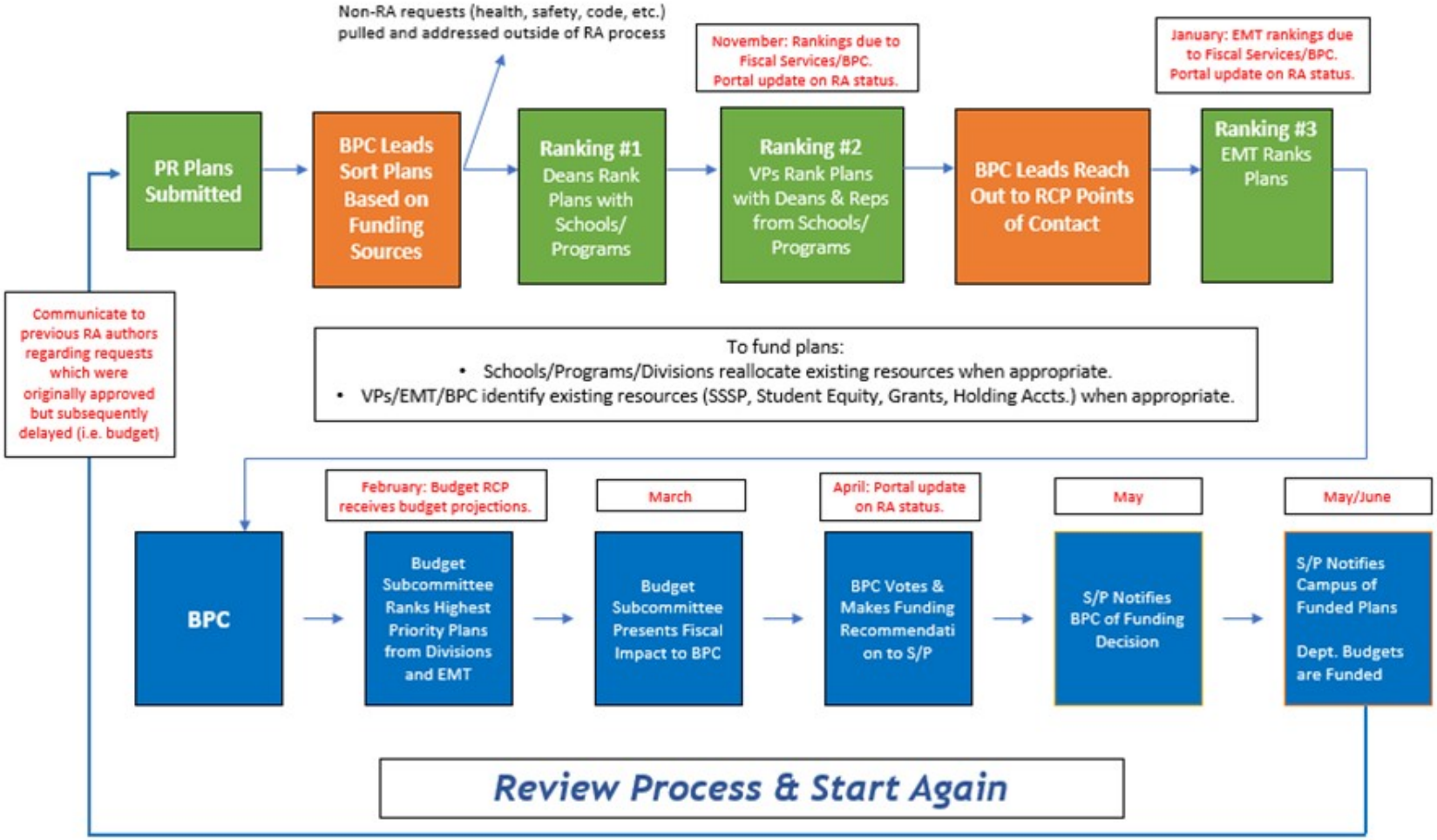
**Fall Faculty Request Timeline - Academic Affairs Committee (AAC)**

**Program Review Fall Timeline**

- Departments requesting a fulltime position submit their full-time faculty hire request
- The AAC hiring taskforce members individually review all requests and evaluate each
- AAC hiring taskforce meet collectively to discuss each plan and determine a recommended priority ranking
- AAC votes on the prioritization of the hiring requests and forwards to Academic Senate (AS).
- AS reviews and votes on the prioritization of the hiring requests and forwards their recommendations to the Superintendent/President.
- Superintendent/President who makes the final determination based on available funding
- Start recruitment/interview process in spring for fall start date

MIRACOSTA COLLEGE

# RESOURCE ALLOCATION PROCESS & FLOWCHART




**Legend**

**BPC—Budget & Planning Committee**
**CMP—Comprehensive Master Plan**
**DC—Department Chair**
**EMT—Executive Management Team**
**EnManP—Enrollment Management Plan**
**FMP—Facilities Master Plan**
**PR—Program Review**
**RCP—Resource Category Plan**
**SEP—Student Enrollment Plan**
**SSSP—Student Success & Support Program**
**S/P—Superintendent/President**
**VP—Vice President**

**Draft. 04.23.21**

# IMPACTS

## FY2019 RA Requests Approved by category

| Category | Program/ Unit | Position/Request Title | Ongoing/ One-Time | COST |
|---|---|---|---|---|
| Equipment | Instruction | Update software and repair/calibrate/replace equipment in the automotive technology area | One-Time | $13,230 |
| Equipment | Instruction | Purchase one NMR spectrometer | One-Time | $56,000 |
| Faculty | Instruction / Student Services | Hired 10 Full time faculty | Ongoing | $1.1M |
| Staffing | Instruction | Fund 15 SI leaders/semester in the Supplemental Instruction Program | Ongoing | $70,000 |
| Staffing | Student Services | Hire First Year Forward Programs Manager | Ongoing | $109,041 |
| Staffing | Instruction | Provide funding to STEM center to increase tutoring services | Ongoing | $180,000 |
| Staffing | Student Services | Hire CARES Student Services Specialist specialist | Ongoing | $99,206 |
| Technology | Instruction | Purchase of 40 wireless laptops and two storage cabinets for SEC | One-Time | $50,000 |
| Technology | Instruction | Purchase Chromebooks, carts/cabinets, and specialized software | One-Time | $21,000 |

# IMPACTS – OFF RAMP PROJECT

Remodel 1003/1006 - $31,000

- ***Summary:*** Provide dedicated lab staff office to Chemistry staff at SAN. Remodel Organic Storage Room to meet safe chemical storage needs.
- ***Goals/Action Plan Connection:*** Create a safe working environment for employees and a safe educational environment for students
- ***Outcome:*** Created a safe work area for Chemistry lab employees by creating separate lab prep and office work spaces. Redesigned the existing organic chemical storage area to allow for additional chemical storage, safe waste storage, and proper use of the chemical refrigerator. Removed the chemical storage room from the building central chiller plan and added dedicated temperature controls to both chemical storage rooms to ensure chemicals are stored at the proper temperatures 24/7.. Added exhaust snorkels for equipment, upgraded the ADA fume hoods and added compressed air to all of the fume hoods in Chemistry Lab. Expanded the instrument lab cabinetry, countertops and added new snorkel exhaust stations. Expanded cabinetry, countertops, and added two snorkel exhaust stations in the instrument lab. Added compressed air to the fume hoods in the Prep Lab.

MIRACOSTA COLLEGE

# IMPACTS

## Instructional Designer - $100,000

- ***Summary***: Supporting dozens of faculty with online course design and teaching through 1:1 consultations and departmental advising. Working with C3 Teaching & Learning Center, Online Education, and DSPS to produce workshops and resources supporting all faculty's efforts to develop high quality, accessible online courses
- ***Goals/Action Plan Connection***: Supporting faculty in designing and teaching classes that benefit student retention, success and equity.
- ***Outcomes***: Provided over 1,200 hours of individual and department consultations impacting over 100 courses. Provided 13 workshops including topics such as Canvas basics, accessibility, course gallery presentations, Online classroom activities, and Canvas accessibility and equity. Created resources such as the Course Design Toolbox and assisted on several special projects.

## STEM Center Tutoring Enhancement- $180,000

- ***Summary:*** Institutionalization of Nordson STEM Center to meet the significant student demand with a flexible format of learning assistance, including one-on-one appointments, drop-in tutoring, and group tutoring year-round.
- ***Goals/Action Plan Connection:*** Creating center to model best practices & work to increase student success in STEM areas which have traditionally higher fail rates.
- ***Outcomes***: Provided an additional 10,000 hour of tutoring each year across all of the sciences and math.

MIRACOSTA COLLEGE

# IMPACTS

CARE Student Services Specialist - $99,206

- ***Summary***: Dedicated specialist to provide food insecure students with access to services and resources.
- ***Goals/Action Plan Connection***: Providing expanded services to the growing number of food insecure students.
- ***Outcomes***: This position is in charge of organizing the Drive-Thru Farmer's Market, twice a month, where a minimum of 200-250 students are served at each event. Since hiring the position, we have distributed over 50,000 pounds of food to over 2,000 individuals. The CARE specialist also screens the CARE referrals for basic needs and is the first contact to follow-up with student from those referrals.

MIRACOSTA COLLEGE

# THANK YOU TO ALL THE MEMBERS OF IPRC AND BPC

**IPRC**

Robin Allyn
Daniel Brown
Diane Dieckmeyer
Lisa Fast
Kaitlin Fisher, *Co-Chair*
Tori Fishinger
Tim Flood
Gina Hansen
Jeff Ihara
Polo Mariscal, *Co-Chair*
Sophie Musgrave
Michelle Ohnstad
Jessica Perez-Corona
Chris Tarman, *Co-Chair*
Cynthia Vasquez Gonzales
Alketa Wojcik
Magdalena Zepeda

**BPC**

Joe Salamon, *Co-Chair*
Carl Banks
Kristin Bebout
Angelena Boles
Raymond Clark
Christy Coobatis
Diane Dieckmeyer
Maria Figueroa
Tim Flood, *Co-Chair*
Luke Lara
Dung Le
Leila Saffaralian
Edwina Williams
Alketa Wojcik
Naasik Jahan

MIRACOSTA COLLEGE

12

# QUESTIONS?

| Subject: | Attachment: |
|---|---|
| Equal Employment Opportunity Presentation | PowerPoint Presentation |
| **Category:** | **Type of Board Consideration:** |
| Information | ✔ Information Consent Action |
| **Recommended:** | **Approved for Consideration:** |
| Charlie Ng<br>Vice President, Human Resources | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

MiraCosta Community College District is committed to the principles of equal employment opportunity (EEO) and has implemented a comprehensive program to put those principles into practice. The program includes an EEO Plan, the California Community Colleges Chancellor's Office Multiple Measures, and an EEO Advisory Committee.

The EEO Plan includes various components such as policies, procedures and a commitment statement, hiring committee training, professional development, and longitudinal analysis of the district's workforce.

The Multiple Measures Report includes EEO components such as hiring procedures addressing diversity, focused outreach, and grow-your-own programs.

The EEO Advisory Committee assists the district in implementing its plan and promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The group has engaged in thoughtful dialogue this year and brainstormed ideas for the district to implement in the future.

## STATUS

Vice President Charlie Ng will provide an update on the progress of the district's equal employment opportunity practices with respect to the EEO Plan, multiple measures, and the EEO Advisory Committee.

## RECOMMENDATION

Information only.

# MiraCosta College Equal Employment Opportunity

May 20, 2021

## EEO Plan and Multiple Measures

- EEO Plan – Compliance
- Multiple Measures – Incentive
- Integration between the EEO Plan and Multiple Measures, and aligning with Commitment Statement in creating a racially just campus climate

## Equal Employment Opportunity

- Mission, Vision, Values, Commitment Statement, Goals
- Policies and Procedures
- Equal Employment Opportunity (EEO) Plan
- California Community Colleges Multiple Measures
- Equal Employment Opportunity Advisory Committee (EEOAC)

## EEO Plan

- Introduction
- Executive Summary
- Definitions
- Policy Statement, Policies and Procedures
- Delegated Responsibility
- EEO Advisory Committee
- Complaint and Notification Procedures
- Training Selection Committee
- Annual Notices
- Data Analysis
- Institutional Commitment
- Certification
- Accommodations

## Definitions

- Equity
- Racial Justice

## Policy Statement

- BP 3400: Diversity, Equity, Inclusion
- Commitment Statement
- BP 3420: Equal Employment Opportunity
- BP 7100: Commitment to Diversity in Hiring

# Contract Workforce Applicant Analysis

| ETHNICITY (contract workforce applicants) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | American Indian/ Alaskan Native | Asian/ Pacific Islander | Black/ African American | Hispanic/ Latinx | White | 2 or more races | Other/ unknown | TOTAL | Overall diversity |
| FY2007-08 | 13 | 115 | 72 | 194 | 1011 | -- | 243 | 1648 | 28.0% |
| FY2008-09 | 22 | 299 | 167 | 594 | 1912 | -- | 379 | 3373 | 36.1% |
| FY2009-10 | 34 | 230 | 207 | 671 | 1778 | 43 | 473 | 3436 | 40.0% |
| FY2010-11 | 23 | 218 | 168 | 560 | 1564 | 53 | 316 | 2902 | 39.5% |
| FY2011-12 | 7 | 49 | 54 | 130 | 386 | 17 | 101 | 744 | 40.0% |
| FY2012-13 | 24 | 214 | 200 | 663 | 1298 | 76 | 328 | 2803 | 47.6% |
| FY2013-14 | 19 | 216 | 186 | 704 | 1443 | 78 | 318 | 2964 | 45.5% |
| FY 2014-15 | 13 | 266 | 196 | 657 | 1281 | 106 | 349 | 2868 | 49.1% |
| FY 2015-16 | 18 | 306 | 270 | 854 | 1563 | 101 | 427 | 3539 | 49.8% |
| FY 2016-17 | 25 | 374 | 271 | 830 | 1770 | 128 | 403 | 3801 | 47.9% |
| FY 2017-18 | 17 | 314 | 334 | 954 | 1494 | 125 | 386 | 3624 | 53.9% |
| FY 2018-19 | 6 | 171 | 98 | 446 | 744 | 60 | 158 | 1683 | 51.2% |
| FY2019-20 | 18 | 495 | 386 | 1504 | 2084 | 250 | 335 | 5072 | 56.0% |

# Contract Workforce Analysis

| ETHNICITY (contract workforce) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | American Indian/ Alaskan Native | Asian/ Pacific Islander | Black/African American | Hispanic/ Latinx | White | 2 or more races | Other/ unknown | TOTAL | Overall diversity |
| Spring 2008 | 8 | 36 | 21 | 76 | 290 | 0 | 2 | 433 | 32.7% |
| Fall 2009 | 8 | 46 | 23 | 85 | 323 | 0 | 0 | 485 | 33.4% |
| Fall 2010 | 8 | 42 | 23 | 84 | 306 | 0 | 0 | 463 | 33.9% |
| Fall 2011 | 9 | 43 | 25 | 86 | 299 | 0 | 0 | 462 | 35.3% |
| Fall 2012 | 2 | 33 | 23 | 95 | 287 | 16 | 3 | 459 | 37.1% |
| Fall 2013 | 3 | 34 | 24 | 98 | 304 | 15 | 4 | 482 | 36.4% |
| Fall 2014 | 3 | 36 | 25 | 103 | 311 | 15 | 4 | 497 | 36.9% |
| Fall 2015 | 5 | 49 | 25 | 123 | 347 | 20 | 5 | 574 | 39.0% |
| Fall 2016 | 3 | 45 | 25 | 124 | 350 | 24 | 5 | 576 | 38.7% |
| Fall 2017 | 3 | 48 | 23 | 129 | 349 | 28 | 7 | 587 | 39.8% |
| Fall 2018 | 4 | 45 | 27 | 142 | 366 | 28 | 12 | 624 | 40.2% |
| Fall 2019 | 3 | 40 | 29 | 153 | 365 | 18 | 13 | 621 | 40.0% |

# Full-time Faculty Analysis

Fall 2009

| Ethnic Group | Number | Faculty percent | Credit student percent* |
|---|---|---|---|
| American Indian / Alaskan Native | 2 | 1.1% | 1% |
| Asian / Pacific Islander | 13 | 7.4% | 10% |
| African American | 11 | 6.3% | 5% |
| Hispanic | 31 | 17.7% | 21% |
| Caucasian | 118 | 67.4% | 52% |
| **Total** | **164** | **100%** | **100%** |

Fall 2019

| Ethnic Group | Number | Faculty percent | Credit student percent | MCC service area population |
|---|---|---|---|---|
| American Indian / Alaskan Native | 1 | 0.5% | 0.50% | 0.4% |
| Asian / Pacific Islander | 19 | 9.2% | 7.60% | 10.0% |
| African American | 8 | 3.9% | 3.30% | 2.8% |
| Hispanic/Latinx | 39 | 18.8% | 38.80% | 22.3% |
| Caucasian | 128 | 61.8% | 38.00% | 60.9% |
| Multiple ethnicities | 7 | 3.4% | 7.70% | 3.3% |
| Other/unknown | 5 | 2.4% | 4.20% | 0.3% |
| **Total** | **207** | **100%** | **100%** | **100%** |

# Associate Faculty Analysis

Fall 2009

| Ethnic Group | Number | Faculty percent | Credit student percent* |
|---|---|---|---|
| American Indian / Alaskan Native | 3 | 0.7% | 1% |
| Asian / Pacific Islander | 20 | 4.9% | 10% |
| African American | 16 | 4.0% | 5% |
| Hispanic | 38 | 9.4% | 21% |
| Other/unknown | 2 | .5% | 11% |
| Caucasian | 326 | 80.5% | 52% |
| **Total** | **405** | **100%** | **100%** |

Fall 2019

| Ethnic Group | Number | Faculty percent | Credit student percent | MCC service area population |
|---|---|---|---|---|
| American Indian / Alaskan Native | 4 | 0.7% | 0.50% | 0.4% |
| Asian / Pacific Islander | 35 | 5.9% | 7.60% | 10.0% |
| African American | 19 | 3.2% | 3.30% | 2.8% |
| Hispanic/Latinx | 75 | 12.6% | 38.80% | 22.3% |
| Caucasian | 432 | 72.7% | 38.00% | 60.9% |
| Multiple ethnicities | 9 | 1.5% | 7.70% | 3.3% |
| Other/unknown | 20 | 3.4% | 4.20% | 0.3% |
| **Total** | **594** | **100%** | **100%** | **100%** |

# Classified Analysis

Fall 2009

| Ethnic Group | Number | Classified percent | Credit student percent* |
|---|---|---|---|
| American Indian / Alaskan Native | 6 | 2.2% | 1% |
| Asian / Pacific Islander | 28 | 10.3% | 10% |
| African American | 12 | 4.4% | 5% |
| Hispanic | 49 | 18.0% | 21% |
| Caucasian | 177 | 65.1% | 52% |
| **Total** | **272** | **100%** | **100%** |

Fall 2019

| Ethnic Group | Number | Classified percent | Credit student percent | MCC service area population |
|---|---|---|---|---|
| American Indian / Alaskan Native | 2 | 0.5% | 0.50% | 0.4% |
| Asian / Pacific Islander | 18 | 4.7% | 7.60% | 10.0% |
| African American | 17 | 4.5% | 3.30% | 2.8% |
| Hispanic/Latinx | 109 | 28.8% | 38.80% | 22.3% |
| Caucasian | 214 | 56.5% | 38.00% | 60.9% |
| Multiple ethnicities | 11 | 2.9% | 7.70% | 3.3% |
| Other/unknown | 8 | 2.1% | 4.20% | 0.3% |
| **Total** | **379** | **100%** | **100%** | **100%** |

# Multiple Measures

1. Requirements (EEO Plan, EEOAC, Expenditure Report)
2. Policies and Resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused Outreach and Publications
5. Diversity Procedures Throughout Hiring Process
6. Training for Hiring Committees
7. Professional Development Focused on Diversity
8. Diversity Criteria for Evaluations
9. Grow-Your-Own Programs

## Focused Outreach and Publications

- Post permanent positions in multiple publications and websites, including focused advertising with media and publications that serve underrepresented and marginalized populations such as Asian, African American/Black, Hispanic, Latino/Latinx, Native American, Pacific Islander, women, military veterans, persons with disabilities, and the LGBTQIA+ populations.
- Human Resources collaborates with departments, utilizing their expertise within their field/discipline to tailor campaigns to the specific vacant position.
- Human Resources tracks how applicants find out about positions through the applicant tracking system to determine outreach effectiveness. The diversity of applicants who disclose their race, ethnicity, and/or gender is monitored and evaluated to ensure recruitment efforts are reaching a diverse pool of applicants.

## Diversity Procedures Throughout Hiring Process

1. Departments review job-relatedness and desirable qualifications
2. HR minimum qualification screening process
3. DEI responses required from applicants
4. Review of applicant pool diversity
5. Diverse Hiring Committees
6. Required EEO Training
7. EEO Representatives on Hiring Committees

# Training and Professional Development

Training for Hiring Committee

1. Within every 12 months
2. Implicit Bias
3. Training on pertinent laws, legally protected characteristics, and how to intervene should committee members act in a manner inconsistent with EEO regulations and/or the District's hiring procedures.

Professional Development

1. DEqCC Conference
2. Flex Week
3. Academic Impressions
4. Other Professional Development Opportunities (book readings, guest speakers, and other offerings)

# EEO Advisory Committee

Charlie Ng, Chair
Lesley Doig, Faculty
María Figueroa, Faculty
Kristina Londy, Classified Professional
Bea Palmer, Classified Professional
Nick Mortaloni, Administrator
María Urdaneta, Student
Leticia Chavarria, Community Member
Melissa Johnson, Community Member
Al Nyman, Community Member

## EEO Advisory Committee

- Equal Employment Opportunity Advisory Committee to assist the District in implementing its Plan and promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.
- May work in coordination with other groups on campus to sponsor events, training, or other activities
- The committee shall include a diverse membership whenever possible
- Document efforts made to recruit advisory committee members who represent diversity. Two members of the faculty; two members of the classified; two students; two community; and one member of the administration.
- When appropriate, make recommendations to the governing board, the superintendent/president, and the Equal Employment Opportunity Officer.

## EEO Advisory Committee: 2021-22

- Assessment of Data
- Aligning Climate Survey with EEO Plan
- Outreach – Beyond Publications
- Community Organizations
- Incentives for Hard-to-Hire Areas/Disciplines
- Academic Senate and EEOAC Recommendations
- Training

# Questions?

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

## STATUS

1. Retirement of the following employees:

   Mary Oliver, Buyer, Purchasing, position P-07050, effective April 30, 2021.

   Michael Nolte, Media Services Technician, Technical Services, position P-00282, effective April 9, 2021.

   Melissa Lloyd Jones, Instructor ESL, English as a Second Language, position P-00537, effective May 28, 2021.

   Kathleen VanPelt, Instructional Computer Lab Lead, Technical Services, position P-00246, effective May 31, 2021.

2. Resignation of the following employees:

   Harrison Ward, HVAC Technician, Facilities, position P-00196, effective May 7, 2021.

   Jeanine Spraul, Instructional Assistant, Art, position P-00230, effective May 31, 2021.

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

   Taya Lazootin, Geography Instructor – School of Math and Sciences, full-time, tenure-track, salary range 5, step 10, $124,015 per year (2020/21 academic salary schedule), effective August 13, 2021.

   BA – Psychology – San Diego State University
   MS – Geography – San Diego State University

   Taya has served as an associate faculty member at MiraCosta College teaching Geography courses since fall 2019. She has also taught Geography courses at San

Diego State University, Palomar College, San Diego Mesa College, and Cal State San Marcos. Additionally, Taya taught at Perris Elementary School for ten years.

4. Permanent change of assignment for Amber Ansari, Financial Aid Assistant, position P-06188, has accepted the position of Financial Aid Technician, position P-06189, salary range 22, longevity year 8, $6,885 per month, full-time, 12 months per year, effective April 9, 2021. Amber was selected through an open recruitment process.

5. Temporary change of assignment for the following employees:

   Momoyo Dahle, Learning Coach, position P-00263, continued increase in hours from 18 to 40, effective July 1, 2021 - June 30, 2022.

   Jeff Schoneman, Learning Coach, position P-00409, continued increase in hours from 18 to 36 hours per week, effective July 1, 2021 – June 30, 2022.

   Jon Fuzell, Learning Coach, position P-07371, increase in hours from 18 to 40 hours per week, effective July 1, 2021 – June 30, 2022.

6. Temporary additional assignment for the following employees:

   Margaret Arguello, Cashier II - Cashiering Services, position P-07329. Margaret will work during the summer months, four days per week, effective June 1 - June 25, 2021.

   Tara Sisario, Academic Division Administrative Assistant - School of Arts & International Languages, position P-07321. Tara will work during the summer months, not to exceed 120 hours, effective June 1 - July 31, 2021.

   Yi-Cheng Hu, Early Childhood Education Program Specialist – Child Development Center, position P-05829. Yi-Cheng will work during the summer months, not to exceed 24 hours, effective June 1 – June 4, 2021.

   Denise Peralta, Administrative Support Assistant III – Child Development Center, position P-00055. Denise will work during the summer months, not to exceed 24 hours, effective June 1 – June 4, 2021.

7. In accordance with Administrative Procedure 7211.2.III, the individuals identified below have provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the disciplines listed:

   Jesus Montoya – Counseling
   Julius Anjangha – Chemistry
   Michele Brewster – Religious Studies
   Rachel Allen – Music

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

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

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

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

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

| | |
|---|---|
| Cynthia Darlington | Business |
| Julius Anjangha | Chemistry |

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

| | |
|---|---|
| Deya Roy | Communication |

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

| Employee | Job Title | Assignment | Department | Pay Rate | Start Date | End Date |
|---|---|---|---|---|---|---|
| Gladis Onate | Administrative Support Assistant I | Short-term | Human Resources | $21.29/hr | 5/21/2021 | 12/31/2021 |
| Maricela Venegas | Administrative Support Assistant I | Substitute | Human Resources | $21.29/hr | 4/7/2021 | 6/30/2021 |
| Cecilia Aguilar<br>Evelyn Alberton | Apprentice I | Short-term | Child Development Center | $14/hr | 8/1/2021 | 5/31/2022 |
| Amanda Bell<br>Isaiah Smith | Apprentice I | Short-term | STEM and Math Learning Center | $14/hr | 7/1/2021 | 6/30/2022 |
| Elizabeth Santiago Gomez<br>Jennifer DiMiceli<br>Roxanna Michimani | Apprentice II | Short-term | Child Development Center | $15/hr | 8/1/2021 | 5/31/2022 |
| Rachel Guadarrama<br>Brianna Morris | Apprentice II | Short-term | STEM and Math Learning Center | $15/hr | 7/1/2021 | 6/30/2022 |
| Maideli Guzman Payo<br>Nicole Tirol<br>Vianey Vilchis-Sanchez<br>Safia Benbakir | Apprentice III | Short-term | Child Development Center | $16/hr | 8/1/2021 | 5/31/2022 |
| Alfredo Hernandez<br>Yocelyne Hernandez<br>Anna Hernandez Cabrera<br>Emmaline Hill<br>Katherine Kavounas | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Brian Person<br>Elijah Pichler<br>Erick Pineda<br>Kellee Ramirez<br>Steven Richter | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Christina Chantrill<br>Devin Chiriboga<br>Cameron Colleran<br>Sean Collins<br>Geraldine Conrad | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Elizabeth Garza<br>Jaycee Glover<br>Clarissa Gutierrez<br>Shachar Habusha<br>Claire Hempleman | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Elnaz Roodaki<br>Yoselin Sanchez<br>Melissa Schobert<br>Hassan Shafiei<br>Sally Simental | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Emily Deane<br>Emiliia Dyrenkova<br>Isaac Earnhart<br>Joel Earwicker<br>Austin John Felices | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Eric Lopez<br>Christopher Martin<br>Mark Montanari<br>Cassandra Montoya<br>Naomi Pricella Morales | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Francisco Moreno<br>Andrea Moron-Solano<br>Dylan Nack<br>Esther Nair<br>Quyen Nguyen | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Hazpiel Coronado<br>Makayla Corpus<br>Uyen Dam<br>Callista Dantes<br>Matthew Davidson | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Jordan Aquino<br>Aryan Arnold<br>Jason Artley<br>Askar Bashirov<br>Amanda Bell | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Katrina Kellenberger<br>Nora Kelly<br>Rachel Kepler<br>Michael Kessab<br>Kailyn King | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Luis Felipe<br>Samantha Fischer<br>Amanda Fry<br>Andrea Garrett<br>Eduardo Garza | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Neil Bissonnette<br>Mark Blinder<br>Ashley Brant<br>Connor Brigandi<br>Laura Cate | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Nicole Slater<br>Zaira Smith<br>Audrey Stockdale<br>Pedro Suazo<br>Mana Tadayon | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Sarah Timmers<br>Veronica Tingzon<br>Jacob Turull<br>Maryn Weightman<br>Steve Zeballos | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Timothy Knebel<br>Samantha Krupp<br>Ethan Lamping<br>Armando Leon<br>Antonio Lopez | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Uyen Nguyen<br>Nadine Nieves<br>Julia Ottewell | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Raquel Parizeau<br>Tausaga Pauu | | | | | | |
| Kaylan Agnew<br>Adnan Al Joubi<br>Carlee Anderson<br>Jessica Andrade<br>Matthew Aoto | Apprentice III | Short-term | STEM and Math Learning Center | $16/hr | 7/1/2021 | 6/30/2022 |
| Carol Crocker<br>Estefania Dieguez Hernandez<br>Rachele Fabbri<br>Danna Gomez-Mercado<br>Michelle Hargrove | Apprentice III | Short-term | Tutoring and Academic Support | $16/hr | 7/1/2021 | 6/30/2022 |
| Jasmin Becerra Cortez<br>Ariana Beckett<br>Logan Bloch<br>Abraham Bustamante<br>Baltazar Camarena | Apprentice III | Short-term | Tutoring and Academic Support | $16/hr | 7/1/2021 | 6/30/2022 |
| Karla Pena Cabrera<br>Loiza Tarwater | Apprentice III | Short-term | Tutoring and Academic Support | $16/hr | 7/1/2021 | 6/30/2022 |
| Mary Meyers<br>Brendan Miranda<br>Mark Montanari<br>Kylie Necochea<br>Kevin Patrick | Apprentice III | Short-term | Tutoring and Academic Support | $16/hr | 7/1/2021 | 6/30/2022 |
| Stephen Hilliard<br>Margaux Hingey<br>Felicia Hurst<br>Lily Mara<br>Josefina Medina | Apprentice III | Short-term | Tutoring and Academic Support | $16/hr | 7/1/2021 | 6/30/2022 |
| Amir Bakari Naranjo<br>Karyssa Krebs<br>Carlos Rodriguez | Campus Aide I | Short-term | Career Center | $14/hr | 5/24/2021 | 6/30/2021 |
| Bonnie Durben | Campus Aide I | Short-term | Theatre and Film | $14/hr | 5/21/2021 | 6/30/2021 |
| Frank Zimmerman Jr | Campus Aide III | Short-term | Athletics and Intermurals | $18/hr | 7/1/2021 | 6/30/2022 |
| Laura Cate<br>Elizabeth Glasser<br>Denise Jessup<br>Josefina Medina<br>Lynn Wetzzel | Campus Aide III | Short-term | Disabled Students Program and Services | $18/hr | 7/1/2021 | 6/30/2022 |
| Lori Schindler<br>Rosendo Bretado<br>Shaylah Turk | Campus Aide III | Short-term | Disabled Students Program and Services | $18/hr | 7/1/2021 | 6/30/2022 |
| April Mitchell | Campus Aide III | Short-term | Facilities | $18/hr | 7/1/2021 | 6/30/2022 |
| Amairany Macias<br>Allura Murray-Cruz<br>Carolyn Goodspeed<br>Jacqueline Gomez | Campus Aide III | Short-term | Student Equity | $18/hr | 6/1/2021 | 6/30/2022 |
| Frida Villeda Torres | Campus Aide III | Short-term | Student Equity | $18/hr | 7/1/2021 | 6/30/2022 |
| Jordan Sanchez | Campus Aide III | Short-term | Student Equity | $18/hr | 7/1/2021 | 6/30/2022 |
| Michael Edwards<br>Daniel Vazquez<br>Bryan Bostic | Custodian | Substitute | Facilities | $21.92/hr | 7/1/2021 | 6/30/2022 |
| Charity Singleton | Development Officer | Substitute | Development/Foundation | $31.9/hr | 6/7/2021 | 1/31/2022 |
| Addison Breese | Development Specialist | Short-term | Development/Foundation | $28.41/hr | 7/1/2021 | 6/30/2022 |
| Justin Yinger | Gardener / Groundskeeper | Short-term | Facilities | $25.32/hr | 7/1/2021 | 6/30/2022 |
| Catherine Strutz | GEAR UP School Site Coordinator | Substitute | GEAR UP | $23.23/hr | 4/26/2021 | 6/30/2021 |
| Analidia Santiago Lopez | GEAR UP Support Staff I | Substitute | GEAR UP | $14/hr | 4/19/2021 | 6/30/2021 |
| Lindsey Oberoi | Grants Specialist | Substitute | Development/Foundation | $30.11/hr | 7/1/2021 | 6/30/2022 |
| Martinique Gregory | Human Resources Technician | Short-term | Human Resources | $30.11/hr | 7/1/2021 | 6/30/2022 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Alexandra Angulo<br>Brenda Monge<br>Edison Espejo<br>Elham Afshinpour<br>Ginni Sobti | Instructional Aide | Short-term | School of Continuing and Community Education | $21.92/hr | 7/1/2021 | 6/30/2022 |
| Maria Zorzin<br>Rocio Flores<br>Victoria Shoup | Instructional Aide | Short-term | School of Continuing and Community Education | $21.92/hr | 7/1/2021 | 6/30/2022 |
| Stevie Bautista<br>Amber DeFreitas<br>Chelsea Henry<br>Gerardo Mendoza Cruz | Learning Coach | Short-term | STEM and Math Learning Center | $30.99/hr | 7/1/2021 | 6/30/2022 |
| Juan Castillejos Garcia | Learning Coach | Substitute | STEM and Math Learning Center | $30.99/hr | 7/1/2021 | 6/30/2022 |
| Cindy Arce | Student Services Coordinator | Substitute | Student Equity | $34.79/hr | 7/1/2021 | 6/30/2022 |
| Susy Morales | Student Services Specialist | Substitute | Student Equity | $30.11/hr | 6/1/2021 | 6/30/2021 |
| Tereza Zafra-Lopez | Student Services Specialist | Short-term | Student Equity | $30.11/hr | 7/1/2021 | 6/30/2022 |
| Monica Arroyo<br>Rosario Gonzalez Catalan<br>Yadimir Mendoza | Support Assistant, Noncredit Adult Ed | Short-term | School of Continuing and Community Education | $23.23/hr | 7/1/2021 | 6/30/2022 |
| Jaime Figueroa | Workshop Presenter | Short-term | Student Equity | $250 stipend | 7/8/2021 | 7/8/2021 |
| Berenice Badillo | Workshop Presenter | Short-term | Student Life and Leadership | $193.35 stipend | 4/27/2021 | 5/28/2021 |
| Yanet Ibarra | Campus Aid III | Short-term | School Relations/Diversity Recruitment | $18/hr | 5/21/2021 | 6/30/2021 |
| Roel Godinez<br>Diego Soriano<br>Amir Naranjo | Campus Aid III | Short-term | School Relations/Diversity Recruitment | $18/hr | 5/3/2021 | 6/30/2021 |
| Chynna Cochran<br>Kanoa York<br>Inayah Bint Sadiq Abdulmatee<br>Victoria Finn<br>Brittnay Engel | Campus Aid III | Short-term | School Relations/Diversity Recruitment | $18/hr | 5/3/2021 | 6/30/2021 |

## RECOMMENDATION

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

| Subject: | Attachment: |
|---|---|
| Approve Hourly Pay Rates for Music Composer | Music Composer Rate Structure |
| **Category:** | **Type of Board Consideration:** |
| Consent Items | Information ✓ Consent Action |
| **Recommended:** | **Approved for Consideration:** |
| Charlie Ng<br>Vice President, Human Resources | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

Music composers are hired on a temporary, as-needed basis to create, compose and revise an original work of music for a given production or event, as requested.

## STATUS

This is not a classified position; therefore, pay rates are not on the classified salary schedule. Assignments cannot exceed 175 days per year and more than 40 hours per week. The board must approve assignments prior to beginning work.

Music Composer I - $25/hour
Music Composer II - $40/hour

## RECOMMENDATION

Approve hourly pay rates for music composer effective June 1, 2021, as stated above.

## MUSIC COMPOSER RATE STRUCTURE

Create, compose, and revise an original work of music for a given production or event,as requested.

This is a temporary, part-time, hourly assignment to be filled on an as-needed basis. This is not a classified position; therefore, pay rates are not on the salary schedule. Assignments cannot exceed 175 days per year and more than 40 hours per week. TheBoard must approve assignments prior to beginning work.

**Music Composer I** - $25/hour

- Simple score (duration, instrumentation, type, and difficulty level)
- Requisite background/experience

**Music Composer II** - $40/hour

- Complex score (duration, instrumentation, type, and difficulty level)
- Requisite background/experience

**NOTE:** The Dean, Arts and International Languages has the discretion to set rate of pay for temporary assignments depending on type of background/experience required, and work to be performed.

| **Subject:**<br><br>**Adopt Annual Resolutions Authorizing Designated Agents** | **Attachment:**<br><br>**1. Resolution No. 13-21/22– Designate Authorized Representative to the San Diego County School Fringe Benefits Consortium for Fringe Benefits Programs**<br>**2. Resolution No. 14-21/22 – Designating Authorized Representative to San Diego County Schools Risk Management Joint Powers Authority for Workers' Compensation Property and Liability or Any Other Risk or Plan Authorized by Law** |
|---|---|
| **Category:**<br><br>**Consent Items** | **Type of Board Consideration:**<br><br>**Information** **Consent** ✓ **Action** |
| **Recommended:**<br><br>**Charlie Ng**<br>**Vice President, Human Resources** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**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

1. Adopt Resolution #13-21/22 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.

2. Adopt Resolution #14-21/22 designating Charlie Ng, Tim Flood, or Justin Crast 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 Joint Powers Authority agreement.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**
**RESOLUTION NO. 13-21/22**

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

On motion of Member _____, seconded by Member _____, 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 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 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/Title IX Coordinator, as alternate representative(s), and is 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 Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside, California, on the
20th Day of May, 2021, by the following vote:

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

STATE OF CALIFORNIA )
COUNTY OF SAN DIEGO )

I, Sunita V. Cooke, Secretary of the Board of Trustees of MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

_____
Sunita V. Cooke, Ph.D.
Superintendent/President
Secretary of Board of Trustees

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**
**RESOLUTION NO. 14-21/22**

**DESIGNATE AUTHORIZED REPRESENTATIVE TO**
**SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY FOR WORKERS' COMPENSATION, PROPERTY & LIABILITY**
**OR ANY OTHER RISK OR PLAN AUTHORIZED BY LAW**

On motion of Member _____, seconded by Member _____, 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 workers' compensation, property and liability, miscellaneous property or any other risk or plan 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 insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan 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 Risk Management Joint Powers Authority (JPA) and the JPA Agreement requires that the Board of member districts designate and appoint a JPA representative.

**NOW THEREFORE BE IT RESOLVED** that Vice President of Human Resources Charlie Ng is designated as the authorized representative of the Board of Trustees of the MiraCosta Community College District, and Vice President of Administrative Services Tim Flood and Risk and Safety Manager, Justin Crast as alternate representatives, and is 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 Joint Powers Authority Agreement.

**PASSED AND ADOPTED** by the Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 20th day of May 2021 by the following vote:
AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA )
COUNTY OF SAN DIEGO )

I, Sunita V. Cooke, Secretary of the Board of Trustees of MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

_____
Sunita V. Cooke, Ph.D.
Superintendent/President
Secretary of Board of Trustees

| **Subject:**<br><br>**Approve Curriculum for 2021/22 Catalog, Part IV** | **Attachment:**<br><br>**2021/22 Approved Courses and Programs for Board, Part IV** |
|---|---|
| **Category:**<br><br>**Consent Items** | **Type of Board Consideration:**<br><br>**Information** **Consent** ✓ **Action** |
| **Recommended:**<br>Diane Dieckmeyer<br>**Diane Dieckmeyer, Ed.D.**<br>**Vice President, Instructional Services** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

The CPC convened for one meeting on April 8, 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 stage.
6) At the technical review stage, a small team of reviewers evaluates the curriculum for the following:
   - consistency and compliance with local and state curriculum writing as well as content standards
   - state standards pertaining to prerequisites, corequisites, and advisories

- state and local standards and guidelines pertaining to repeatability and courses related in content
- state standards pertaining to hours and units
- local mandates on class size maxima.

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

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

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

## STATUS

The CPC allowed for an exception to its curriculum timeline and approved the request by the Theatre and Film Department to allow DRAM 210 and DRAM 256 to receive distance education approval so these courses can be offered either fully online or as a hybrid course for fall 2021.

## RECOMMENDATION

Approve DRAM 210 and DRAM 256 for distance education effective for the 2021/22 Catalog.

# 2021/22 Curriculum Approvals

## Effective: August 2021

***Part IV***

**I. Credit Course Level**

**B. Modified Courses**

| Department | Subject | Course # | Additional Approvals | Course Title and Catalog Description | Units | Date Approved |
|---|---|---|---|---|---|---|
| THEATR | DRAM | 210 | O | Rehearsal and Performance: Technical Theatre | 1-3 | 4/8/2021 |
| THEATR | DRAM | 256 | O | Stagecraft for Theatre, Television, and Film | 3 | 4/8/2021 |
| | | | | | | |
| **Total Credit Course Modifications: 2** | | | | | | |

| **Subject:**<br><br>**Summer 2021 Annual Program Components for OUSD CCAP Dual Enrollment Program** | **Attachment:**<br><br>**Summer 2021 Annual Program Components for OUSD CCAP** |
|---|---|
| **Category:**<br><br>**Consent Item** | **Type of Board Consideration:**<br><br>**Information** **Consent** ✓ **Action** |
| **Recommended:**<br>Diane Dieckmeyer<br>**Diane Dieckmeyer, Ed.D.**<br>**Vice President, Instructional Services** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in Counseling, Communications, and Mathematics. Those CCAP courses proved successful, and OUSD and MiraCosta College continued the CCAP partnership. The attached Summer 2021 Annual Program Components for OUSD CCAP represents the currently agreed upon course offerings for the summer 2021 academic term.

## STATUS

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

## RECOMMENDATION

Approve the Summer 2021 Annual Program Components for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during summer 2021.

**APPENDIX**
**OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP**
**ANNUAL PROGRAM COMPONENTS**
**SUMMER 2021**

**Courses of Instruction:** MCCD will schedule up to four classes each semester at an OUSD high school campus to prepare students for college success. Due to the COVID-19 pandemic dual enrollment course offerings will be offered online in Summer 2021. Students from El Camino High School, Oceanside High School, and Surfside Educational Academy will be eligible to enroll in the course offering listings below:

**Estimated Number of Students to be Served:** 70 **Total Sections:** 2

| Summer 2021 Course Offerings | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Location** | **Course Name** | **Catalog #** | **Units** | **Days** | **Time** | **Faculty** | **Employer of Record** | **Student Contact Hours (Range)** |
| ***Online*** | EART | 106 | 3.0 | Online | Asynchronous | Staff | MCCD | 48-54 |
| ***Online*** | MUS | 112 | 3.0 | Online | Asynchronous | Staff | MCCD | 48-54 |

Criteria used to select courses in a dual enrollment program:

- Applicability of course towards post-secondary educational goals (major and general education)
- Transferability to the University of California and California State University systems
- Applicability of skills in the high school environment as well as in post-secondary education

| | |
|---|---|
| **Subject:**<br><br>**Approve Updated Course Agreement with Cathedral Catholic High School for the Summer 2021 Dual Enrollment Program** | **Attachment:**<br><br>**Exhibit A Course Agreement** |
| **Category:**<br><br>**Consent Item** | **Type of Board Consideration:**<br><br>**Information** **Consent** ✓ **Action** |
| **Recommended:**<br>Diane Dieckmeyer<br>**Diane Dieckmeyer, Ed.D.**<br>**Vice President, Instructional Services** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

During the 2016/17 year, Cathedral Catholic High School (CCHS) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CCHS students to enroll in MiraCosta College classes at CCHS during the regular school day to earn both high school and college credit. The program was a success and additional agreements have been in place every academic year and summer since then. The Instructional Services Division worked with leaders from CCHS to identify courses to be offered this summer 2021 term, and that agreement is reflected in the courses proposed on the Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CCHS students only.

## STATUS

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

## RECOMMENDATION

Approve the new Exhibit A Course Agreement with Cathedral Catholic High School to offer dual enrollment classes through MiraCosta College during summer 2021.

# SUMMER 2021: EXHIBIT A COURSE AGREEMENT
## Between
## MIRACOSTA COMMUNITY COLLEGE DISTRICT
## and CATHEDRAL CATHOLIC HIGH SCHOOL

This Course Agreement is being executed between MiraCosta Community College District (MCCCD) and Cathedral Catholic High School ("CCHS") as Exhibit A to the *Agreement Regarding College Courses Between Cathedral Catholic and MiraCosta Community College District* (*Agreement Regarding Educational Courses*), the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Agreement Regarding Educational Courses*, the *Agreement Regarding Educational Courses* shall control. This *Course Agreement* is entered into between MiraCosta Community College District and Cathedral Catholic High School as of the date set forth below.

**Date of this Course Agreement:** June 2021-August 2021

**College Courses:** MCCCD shall offer the following approved educational courses:
**Summer 2021 (*June 14 – August* 6)**

| Course | Max # of Students per Section | # of Sections | Course LHE | Total LHE (# of Sections x Course LHE) | Required Contact Hours per Section | Total LHE Cost (1 LHE = $2,100) | Schedule |
|---|---|---|---|---|---|---|---|
| SPAN 102 | 35 | 1 | 5 | 5 | 80-90 | $10,500 | Online |
| | | | | | **Instruction Cost** | **$10,500** | |
| | | | | | | | |
| | | | | **Admissions & Records Enrollment Support Cost** | | **$660** | |
| | | | | | | | |
| ***TOTAL COST (Instruction + A&R Enrollment Support)*** | | | | | | ***$11,160*** | |

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

**Notices**. Any notice, communication, or delivery required by this Agreement by either Party to the other shall be completed by personal delivery or by first-class mail to:

a. Jeff McMurtry, Dean of Academics
   Cathedral Catholic High School
   5555 Del Mar Heights Road
   San Diego, CA 92130

b. Diane Dieckmeyer, Vice President of Instruction
   MiraCosta Community College District
   1 Barnard Drive
   Oceanside, CA 92056

## CATHEDRAL CATHOLIC HIGH SCHOOL

APPROVED BY: _____ Date: _____/_____/20___
Kevin Calkins, Principal

## MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____ Date: _____/_____/20___
Dr. Sunita Cooke, Superintendent/President

| **Subject:**<br><br>**Approve Updated Course Agreement with Cathedral Catholic High School for the Fall 2021 and Spring 2022 Dual Enrollment Program** | **Attachment:**<br><br>**Exhibit A Course Agreement** |
|---|---|
| **Category:**<br><br>**Consent Item** | **Type of Board Consideration:**<br>✓<br>**Information** **Consent** **Action** |
| **Recommended:**<br>Diane Dieckmeyer<br>**Diane Dieckmeyer, Ed.D.**<br>**Vice President, Instructional Services** | **Approved for Consideration:**<br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

During the 2016/17 year, Cathedral Catholic High School (CCHS) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CCHS students to enroll in MiraCosta College classes at CCHS during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from CCHS to identify courses to be offered during the fall 2021 and spring 2022 terms, and that agreement is reflected in the courses proposed here. As with previous agreements, the seats in dual enrollment courses will be limited to CCHS students only.

## STATUS

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

## RECOMMENDATION

Approve the new Exhibit A Course Agreement with Cathedral Catholic High School to offer dual enrollment classes through MiraCosta College during fall 2021 and spring 2022.

# FALL 2021/SPRING 2022: EXHIBIT A COURSE AGREEMENT
## Between
## MIRACOSTA COMMUNITY COLLEGE DISTRICT
## and CATHEDRAL CATHOLIC HIGH SCHOOL

This Course Agreement is being executed between MiraCosta Community College District (MCCCD) and Cathedral Catholic High School ("CCHS") as Exhibit A to the *Agreement Regarding College Courses Between Cathedral Catholic and MiraCosta Community College District* (*Agreement Regarding Educational Courses*), the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Agreement Regarding Educational Courses*, the *Agreement Regarding Educational Courses* shall control. This *Course Agreement* is entered into between MiraCosta Community College District and Cathedral Catholic High School as of the date set forth below.

**Date of this Course Agreement:** August 2021-May 2022

**College Courses:** MCCCD shall offer the following approved educational courses:

| **Fall 2021 (August 23 - December 10)** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Course** | **Maximum # of students** | **# of sections** | **Course LHE** | **Total LHE (Course LHE x # of Sections)** | **Required Contact Hours Per Section** | **Total LHE Cost Per Course (1 LHE = $ 2,100)** | **Schedule** |
| DRAMA 110 | 30 | 1 | 3 | 3 | 48-54 | $6,300 | TBD |
| HIST 110 | 40 | 1 | 3 | 3 | 48-54 | $ 6,300 | TBD |
| MATH 265 | 35 | 1 | 4 | 4 | 64-72 | $ 8,400 | TBD |
| PSYC 101 | 120 | 3 | 3 | 9 | 48-54 | $ 18,900 | TBD |
| SOC 101 | 80 | 2 | 3 | 6 | 48-54 | $ 12,600 | TBD |
| **Fall 2020 Instruction Cost Subtotal** | | | | **22** | | **$52,500** | |

| **Spring 2021 (January 24 - May 25)** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Course** | **Maximum # of students** | **# of sections** | **Course LHE** | **Total LHE (Course LHE x # of Sections)** | **Required Contact Hours Per Section** | **Total LHE Cost Per Course (1 LHE = $ 2,100)** | **Schedule** |
| DRAMA 232 | 30 | 1 | 4 | 4 | 64-72 | $8,400 | TBD |
| HIST 111 | 40 | 1 | 3 | 3 | 48-54 | $6,300 | TBD |
| MATH 270 | 35 | 1 | 4 | 4 | 64-72 | $8,400 | TBD |
| PSYC 114 | 120 | 3 | 3 | 9 | 48-54 | $18,900 | TBD |
| SOC 102 | 80 | 2 | 3 | 6 | 48-54 | $12,600 | TBD |
| **Spring 2020 Instruction Cost Subtotal** | | | | **22** | | **$54,600** | |
| **Total Instruction Cost** | | | | **44** | | **$107,100** | |

| | | | | |
|---|---|---|---|---|
| **Total Admissions & Records Enrollment Support Cost** | $2,145 (per semester) | | **$4,290** | |
| **TOTAL COST (Instruction + A&R Enrollment Support)** | | | **$111,390** | |

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

**Notices**. Any notice, communication, or delivery required by this Agreement by either Party to the other shall be completed by personal delivery or by first-class mail to:

a. Jeff McMurtry, Dean of Academics
   Cathedral Catholic High School
   5555 Del Mar Heights Road
   San Diego, CA 92130

b. Diane Dieckmeyer, Vice President of Instruction
   MiraCosta Community College District
   1 Barnard Drive
   Oceanside, CA 92056

**CATHEDRAL CATHOLIC HIGH SCHOOL**

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

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

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

| Subject: | Attachment: |
|---|---|
| Approve Two-Year Agreement with CliftonLarsonAllen, LLP for Internal Audit Services | • CLA Professional Service Agreement<br>• CLA Engagement Letter<br>• SDCOE Fiscal Independence Checklist |
| **Category:**<br><br>Consent Items | **Type of Board Consideration:**<br><br>Information ✓ Consent Action |
| **Recommended:**<br><br>Tim Flood<br>Vice President, Administrative Services | **Approved for Consideration:**<br><br>Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

The district engaged CliftonLarsonAllen (CLA), LLP for internal audit services in June 2018 for a period of three years, with the contract ending on June 30, 2021. CLA has provided internal audit services for commercial warrants and other special audits per the direction of the vice president of administrative services. The chief operation officer is responsible for ensuring an internal audit function for a fiscally independent district. The district officially became fiscally independent from the San Diego County Office of Education (SDCOE) on January 1, 2020, for commercial warrants and July 1, 2020, for payroll warrants. CLA serves as the district's internal audit function, reporting to the superintendent/president, and provides semi-annual and annual executive internal audit assessment reports.

## STATUS

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

CliftonLarsonAllen's professional hourly fees are as follows:

| Level | Rate |
|---|---|
| Principals | $280 |
| Manager/Director | $230 |
| Seniors | $160 |
| Associate | $130 |

The expected cost for a two-year agreement with CliftonLarsonAllen, LLP will not exceed $100,000.00, with an annual service level not to exceed $50,000. Funds are budgeted in the superintendent/president's department.

## RECOMMENDATION

Authorize the vice president of administrative services to enter into a two-year agreement for a not to exceed amount of $100,000.00 for the period July 1, 2021, through June 30, 2023.

| Subject: | Attachment: |
|---|---|
| Adopt Resolution No. 12-20/21: Education Protection Account | Resolution No. 12-20/21: Education Protection Account |
| Category: | Type of Board Consideration: |
| Consent Items | Information ✓ Consent Action |
| Recommended: | Approved for Consideration: |
| Tim Flood<br>Vice President, Administrative Services | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

Proposition 55, the California Children's Education and Health Care Protection Act of 2016 is an extension of Proposition 30 (expired on December 31, 2018), extending the personal income tax increase from January 1, 2019, through December 31, 2030, for upper-income earners (over $250,000 for single filers; over $500,000 for joint filers; over $340,000 for heads of households), but did not extend the sales and use tax, which expired on January 1, 2017. The Education Protection Account (EPA) is created in the general fund to receive and disburse these temporary tax revenues.

## STATUS

Districts have sole authority to determine how the moneys received from the EPA are spent, provided a governing board adopts a plan to expend EPA funds in open session of a public meeting of the board of trustees.

## RECOMMENDATION

Adopt Resolution No. 12-20/21: Education Protection Account, establishing a plan to expend estimated EPA funds in the unrestricted general fund in accordance to guidelines issued by the Chancellor's Office.

## MIRACOSTA COMMUNITY COLLEGE DISTRICT

### RESOLUTION NO. 12-20/21
### EDUCATION PROTECTION ACCOUNT

**WHEREAS**, the voters approved Proposition 30 on November 6, 2012;

**WHEREAS**, the voters approved Proposition 55 on November 8, 2016, that extended the Education Protection Account through 2030 with no changes to reporting requirements;

**WHEREAS**, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

**WHEREAS**, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

**WHEREAS**, before June 30 of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

**WHEREAS**, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

**WHEREAS**, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools, and community college districts;

**WHEREAS**, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

**WHEREAS**, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

**WHEREAS**, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

**WHEREAS**, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

**WHEREAS**, each community college district, county office of education, school district and charter school shall annually publish on its Internet Website an accounting of how much money was received from the Education Protection Account and how that money was spent;

**WHEREAS**, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts, and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have

been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

**WHEREAS**, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Board of Trustees of the MiraCosta Community College District;

2. In compliance with Article XIII, §36(e), with the California Constitution, the Board of Trustees of the MiraCosta Community College District has determined to spend the monies received from the Education Protection Act as attached.

Upon motion by Trustee _____, seconded by Trustee _____, the foregoing resolution was adopted at a regular meeting held on May 20, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Rick Cassar
President, Board of Trustees

CERTIFICATION

I, Sunita V. Cooke, Secretary of the Board of Trustees of the MiraCosta Community College District, certify that the foregoing resolution was regularly introduced, passed, and adopted by the board of trustees at its meeting held on May 20, 2021.

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

**CALIFORNIA COMMUNITY COLLEGES**

**Annual Financial and Budget Report**

**SUPPLEMENTAL DATA**

**For Year: 2021-22 Estimate**

Schools and Local Public Safety Protection Act

Prop 55 (Prop 30) EPA Expenditure Report

District ID: 54 Name: MiraCosta Community College

| Classification | Account Code | | | Unrestricted | |
|---|---|---|---|---|---|
| EPA Proceeds: | 863100 | | | | 960,000 |
| **Classification** | **Program Code** | **Salaries and Benefits (1XXXXX - 3XXXXX)** | **Operating Expenses (4000 - 5000)** | **Capital Outlay (6000)** | **Total** |
| Instructional Activities | 0100-5999 | 960,000 | | | 960,000 |
| **Total Expenditures for EPA*** | | 960,000 | 0 | 0 | 960,000 |
| **Revenues less Expenditures** | | | | | 0 |

***Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.**

| Subject: | Attachment: |
|---|---|
| Ratify Budget Transfers/Revisions | Budget Transfers/Revisions Summary |
| **Category:** | **Type of Board Consideration:** |
| Consent Items | Information ✓ Consent Action |
| **Recommended:** | **Approved for Consideration:** |
| Tim Flood<br>Vice President, Administrative Services | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

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

| | |
|---|---|
| 1000 | Academic Salaries |
| 2000 | Classified Salaries |
| 3000 | Employee Benefits |
| 4000 | Supplies (small tangible items) |
| 5000 | Contract Services (intangibles) |
| 6000 | Capital Outlay |
| 7000 | Transfer Out, Student Financial Aid, Contingencies |

Title 5 also requires that two-thirds of the members of the board approve transfers from the reserve for contingencies.

## STATUS

The attached information reflects the third quarter budget transfers, after budget adoption, between major account classifications within all funds for the quarter period ending March 31, 2021. These budget transfers are necessary to meet district needs and will not affect the ability for the district to meet its priorities. The third quarter budget transfers in/out totaled $1.5 million with a net $0 impact.

The budget revision/amendments after budget adoption for the third quarter was $14.8 million:

- Fund 11 – General Fund Unrestricted was $162,000
- Fund 12 – General Fund Restricted was $6.3 million, primarily from the CARES ACT II-Institutional Funds of $5.2 million.
- Fund 74 Financial Aid was $8.3 million from CARES ACT II – Financial Aid augmentation of $2.7 million and from the CARES ACT II Institutional Fund of $5.0 million budgeted toward direct financial aid to students as a placeholder budget until EMT makes the decision on the Financial Aid allocation.

## RECOMMENDATION

Ratify the third quarter budget transfers and budget revisions, as shown.

**BUDGET TRANSFERS FOR THE QUARTER ENDING**
**March 31, 2021**

The schedule listed below summarizes the net impact of budget transfers between major account classifications for all funds.

## TRANSFER SUMMARY – ALL FUNDS (3Q):

| FUND | ACCOUNT | ACCOUNT DESCRIPTION | TOTAL |
|---|---|---|---|
| 11_FD Unrestricted General Fund | 1 | Academic Salaries | ($12,460.00) |
| 11_FD Unrestricted General Fund | 2 | Classified Salaries | ($66,523.14) |
| 11_FD Unrestricted General Fund | 3 | Employee Benefits | $13,220.00 |
| 11_FD Unrestricted General Fund | 4 | Supplies | ($20,755.40) |
| 11_FD Unrestricted General Fund | 5 | Contract Services | $4,096.40 |
| 11_FD Unrestricted General Fund | 6 | Capital Outlay | $102,422.14 |
| 11_FD Unrestricted General Fund | 7 | Contingent | ($20,000.00) |
| 11_FD Unrestricted General Fund Total | | | $0.00 |
| 12_FD Restricted General Fund | 1 | Academic Salaries | ($83,550.00) |
| 12_FD Restricted General Fund | 2 | Classified Salaries | $4,044.00 |
| 12_FD Restricted General Fund | 3 | Employee Benefits | ($27,756.00) |
| 12_FD Restricted General Fund | 4 | Supplies | ($55,362.00) |
| 12_FD Restricted General Fund | 5 | Contract Services | ($33,651.84) |
| 12_FD Restricted General Fund | 6 | Capital Outlay | $172,245.84 |
| 12_FD Restricted General Fund | 7 | Contingent | $24,030.00 |
| 12_FD Restricted General Fund Total | | | $0.00 |
| 43_FD General Obligation Bond Fund | 4 | Supplies | $300,000.00 |
| 43_FD General Obligation Bond Fund | 5 | Contract Services | $47,000.00 |
| 43_FD General Obligation Bond Fund | 6 | Capital Outlay | ($347,000.00) |
| 43_FD General Obligation Bond Fund Total | | | $0.00 |
| **Grand Total** | | | **$0.00** |

**BUDGET REVISIONS FOR THE QUARTER ENDING**
**March 31, 2021**

The schedule listed below summarizes the net impact of budget revisions by major account classifications for all funds.

## REVISION SUMMARY – ALL FUNDS (3Q):

| FUND | ACCOUNT | ACCOUNT DESCRIPTION | TOTAL |
|---|---|---|---|
| 11_FD Unrestricted General Fund | 1 | Academic Salaries | $105,500 |
| 11_FD Unrestricted General Fund | 2 | Classified Salaries | $111,924 |
| 11_FD Unrestricted General Fund | 3 | Employee Benefits | $67,629 |
| 11_FD Unrestricted General Fund | 5 | Contract Services | $960 |
| 11_FD Unrestricted General Fund | 7 | Contingent/Fin Aid/Transfer Out | ($123,853) |
| 11_FD Unrestricted General Fund Total | | | $162,160 |
| 12_FD Restricted General Fund | 1 | Academic Salaries | $978,691 |
| 12_FD Restricted General Fund | 2 | Classified Salaries | $1,322,407 |
| 12_FD Restricted General Fund | 3 | Employee Benefits | $625,093 |
| 12_FD Restricted General Fund | 4 | Supplies | $866,371 |
| 12_FD Restricted General Fund | 5 | Contract Services | $494,741 |
| 12_FD Restricted General Fund | 6 | Capital Outlay | $1,914,109 |
| 12_FD Restricted General Fund | 7 | Contingent/Fin Aid/Transfer Out | $109,011 |
| 12_FD Restricted General Fund Total | | | $6,310,423 |
| 74_FD Student Financial Aid Fund | 7 | Contingent/Fin Aid/Transfer Out | $8,323,363 |
| 74_FD Student Financial Aid Fund Total | | | $8,323,363 |
| 41_FD Capital Outlay Projects Fund | 6 | Capital Outlay | $100,425 |
| 41_FD Capital Outlay Projects Fund | 7 | Contingent/Fin Aid/Transfer Out | ($100,425) |
| 41_FD Capital Outlay Projects Fund Total | | | $0 |
| **Grand Total** | | | **$14,795,946** |

## REVISION NOTABLES:

- HEERF II (Higher Education Emergency Relief Fund) under the CRRSA (Corona Response and Relief Supplemental Appropriations Act 2021. $10.1 million for Institutional, $2.7 million Financial Aid, and $500,000 for the MSI (Minority Serving Institutions).
- Other Grants and Categorical funding revisions from new memos or updates from the Chancellor's Office Appropriation schedule.

## TRANSFERS DETAILS (3Q):

Budget amounts were transferred between object codes (accounts) to redistribute the budget to appropriate spending accounts, after receipt of updated memo and/or for program needs. Net impact to expenses were $0.

| TRANSFER DETAIL 3Q FY2020-21 | | | | ACCOUNTS | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fund | Designation or Grant | Cost Center | Amendment Description | 1 Aca Sal | 2 Cl Sal | 3 Benefits | 4 Supplies | 5 Services | 6 Equip | 7 Contingent/ Transfers/ Fin Aid | Grand Total |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 100_CC Districtwide Rev/Exp | Transfer to 184_CC for district legal expenses | | | | | | | ($20,000.00) | ($20,000.00) |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 101_CC VP Office, Instructional Services | $25,000 to Pay for Consultant Work for Dean, Continuing & Community Ed | | | | | $25,000.00 | ($25,000.00) | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 106_CC Honors Program | Additional funds needed to purchase iPads | | | | ($600.00) | | $600.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 116_CC Dean, Math & Sciences | 21000347_PR | ($210.00) | | | ($2,940.00) | ($2,877.60) | $6,027.60 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 120_CC Biotechnology | budget needed for academic non-instructional stipends | $10,750.00 | ($8,950.00) | $13,700.00 | ($13,000.00) | | ($2,500.00) | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 123_CC Chemistry | Additional funding needed for equipment (NMR) | | | | ($46,818.00) | | $46,818.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 136_CC Theatre & Film | Additional funding needed for contracts | | | | ($4,250.00) | $4,250.00 | | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 137_CC Dance | Funds needed for one-time special equipment purchase to support outdoor productions. | | ($1,073.14) | | | ($11,000.00) | $12,073.14 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 143_CC Design | Move funds to make YE final supply purchases | | | | $600.00 | ($600.00) | | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 149_CC Dean, Continuing & Community Education | Additional funding needed for contracted services. | ($25,000.00) | | | | $25,000.00 | | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 150_CC Community Education & Workforce Development | Redistribute funds from one account not needed to an account that needs to increase for supply purchases | | | | $4,000.00 | | ($4,000.00) | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 155_CC VP Office, Student Services | Budget transfer for equipemnt purchases | | | | ($150.00) | ($1,500.00) | $1,650.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 156_CC Athletics & Intramurals | Move funds for future equipment and supply purchases | $2,000.00 | ($48,500.00) | | $56,500.00 | ($53,380.00) | $43,380.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 166_CC Dean, Counseling & Student Development | Budget Transfer for professional development | | | | ($2,000.00) | $2,100.00 | ($100.00) | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 167_CC Dean, Student Affairs | Budget Transfer to Equipment (Health Services) | | ($8,000.00) | ($480.00) | ($5,197.40) | ($16,221.00) | $29,898.40 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 173_CC Student Life & Leadership | Transferring funds for equipment purchase. | | | | ($2,900.00) | ($3,675.00) | $6,575.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 174_CC Student Services SEC | Transferring funds for equipment purchase. | | | | ($3,000.00) | ($3,000.00) | $6,000.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 180_CC Classified Senate Office | Transfer from Supplies/Printing to Equipment | | | | ($1,000.00) | | $1,000.00 | | $0.00 |
| 11_FD Unrestricted General Fund | General Unrestricted Designations | 184_CC VP Office, Administrative Services | Consulting fees for Education Master Plan and legal expenses | | | | | $40,000.00 | ($20,000.00) | | $20,000.00 |
| **11_FD Unrestricted General Fund Total** | | | | **($12,460.00)** | **($66,523.14)** | **$13,220.00** | **($20,755.40)** | **$4,096.40** | **$102,422.14** | **($20,000.00)** | **$0.00** |

**TRANSFER DETAIL 3Q FY2020-21**

| Fund | Grant | Cost Center | Amendment Description | ACCOUNTS 1 Aca Sal | 2 Cl Sal | 3 Benefits | 4 Supplies | 5 Services | 6 Equip | 7 Contingent/ Transfers/ Fin Aid | Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **12_FD Restricted General Fund** | **190011_GR FED Gear-Up Partnership Grant 2018-25** | 155_CC VP Office, Student Services | | ($12,000.00) | | | $22,000.00 | ($10,000.00) | | | $0.00 |
| **12_FD Restricted General Fund** | **190027_GR STA Guided Pathways** | 205_CC Dean, Instructional Services | Additional funding needed to hire student workers to provide support to Guided Pathways | | $30,000.00 | | | ($30,000.00) | | | $0.00 |
| **12_FD Restricted General Fund** | **190028_GR STA EOPS** | 159_CC EOPS | Transfer funds to cover gas cards for EOPS students. Equipment needed | ($2,000.00) | | | ($2,000.00) | ($17,000.00) | $6,000.00 | $15,000.00 | $0.00 |
| **12_FD Restricted General Fund** | **190047_GR STA SWP Regional Labor Market Research** | 147_CC Associate Dean, Career Education | From salaries/fringes to services and equip | | ($40,000.00) | ($20,000.00) | | $57,000.00 | $3,000.00 | | $0.00 |
| **12_FD Restricted General Fund** | **190088_GR STA Student Equity and Achievement (Basic Skills) FY20** | 116_CC Dean, Math & Sciences | additional funds needed for contract services | | | | $3,800.00 | $6,045.00 | | ($9,845.00) | $0.00 |
| **12_FD Restricted General Fund** | **190115_GR FED CARES Act Stimulus USDE G5 Institution Use** | 184_CC VP Office, Administrative Services | Laptops for students and other equipment needs | | | | ($104,000.00) | ($70,000.00) | $174,000.00 | | $0.00 |
| **12_FD Restricted General Fund** | **190052_GR STA CalWORKs** | 159_CC EOPS | Additional funds to purchase computers for students | | | | | ($2,500.00) | $2,500.00 | | $0.00 |
| **12_FD Restricted General Fund** | **190053_GR STA Mental Health Support** | 171_CC Health Services | Budget transfer to Contract Services - Health Services | ($29,550.00) | | ($4,499.00) | | $34,303.16 | ($254.16) | | $0.00 |
| **12_FD Restricted General Fund** | **190060_GR STA Hunger Free Campus** | 201_CC CARE Program | Transfer for needed items | | ($25,956.00) | ($3,257.00) | $9,838.00 | ($1,500.00) | $2,000.00 | $18,875.00 | $0.00 |
| **12_FD Restricted General Fund** | **190131_GR STA SWP Regional Business & Entrepreneurship Sector Strategies Exp 12/31/2021** | 147_CC Associate Dean, Career Education | Transferring from capital outlay to supplies since some of the planned purchases are low cost supplies | | | | $15,000.00 | | ($15,000.00) | | $0.00 |
| **12_FD Restricted General Fund** | **190035_GR STA Student Equity and Achievement (SSSP-NonCR)** | 158_CC Dean, Admissions & Student Support | Transfer to classified salaries instead | ($40,000.00) | $40,000.00 | | | | | | $0.00 |
| **12_FD Restricted General Fund Total** | | | | **($83,550.00)** | **$4,044.00** | **($27,756.00)** | **($55,362.00)** | **($33,651.84)** | **$172,245.84** | **$24,030.00** | **$0.00** |
| **43_FD General Obligation Bond Fund** | **Bond Fund** | 197_CC Facilities PM External | Reallocated to spending lines | | | | $300,000.00 | $47,000.00 | ($347,000.00) | | $0.00 |
| **43_FD General Obligation Bond Fund Total** | | | | | | | **$300,000.00** | **$47,000.00** | **($347,000.00)** | | **$0.00** |

# REVISION DETAILS:

| REVISION DETAIL 3Q FY2020-21 | | | | ACCOUNTS | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fund | Designation GFU or Grant | Cost Center | Amendment Description | 1 Aca Sal | 2 Cl Sal | 3 Benefits | 4 Supplies | 5 Services | 6 Equip | 7 Contingent/ Transfers/ Fin Aid | Grand Total |
| 11_FD Unrestricted General Fund | GFU | 100_CC Districtwide Rev/Exp | To 104_CC LHE and 168_CC Counseling backfill | | | | | | | ($123,853.00) | ($123,853.00) |
| 11_FD Unrestricted General Fund | GFU | 104_CC Contextualized Teaching | To adjust budget for 16.5 LHE approved budget from prior 17/18 program review. | $13,500.00 | | $2,532.00 | | | | | $16,032.00 |
| 11_FD Unrestricted General Fund | GFU | 168_CC Counseling | 4-5 hours per week to backfill the 6 ACP Counseling Leads from October, 2020 – May, 2021 is approximately $92,000 | $92,000.00 | | $15,821.00 | | | | | $107,821.00 |
| 11_FD Unrestricted General Fund | GFU | 174_CC Student Services SEC | Fix Chelsea Kott's budget and salary. Move from 103_CC to 174_CC | | $111,924.00 | $49,275.84 | | $960.00 | | | $162,159.84 |
| **11_FD Unrestricted General Fund Total** | | | | **$105,500.00** | **$111,924.00** | **$67,628.84** | | **$960.00** | | **($123,853.00)** | **$162,159.84** |
| 12_FD Restricted General Fund | 190040_GR STA Go-Biz Grant | 151_CC SBDC Small Business Development Center | Revised Budget for Go-Biz Grant 190040_GR | | ($15,000.00) | ($4,050.00) | | $14,050.00 | | | ($5,000.00) |
| 12_FD Restricted General Fund | 190041_GR STA Regional Director (f.k.a.DSN) Business & Entrepreneurship | 147_CC Associate Dean, Career Education | Prior year award $40K and additional $50K for current year contract | | $33,025.00 | $16,975.00 | | $40,000.00 | | | $90,000.00 |
| 12_FD Restricted General Fund | 190108_GR STA Go Biz TAEP2019-C17 | 151_CC SBDC Small Business Development Center | Revised budget for the Go Biz TAEP | | $37,938.00 | $17,900.00 | | | | | $55,838.00 |
| 12_FD Restricted General Fund | 190115_GR FED CARES Act Stimulus USDE G5 Institution Use | 184_CC VP Office, Administrative Services | Transfer to Fund 74 for direct Fin Aid to students. CARES Act II Fin Aid was pending receipt | | | | ($100,000.00) | ($224,097.00) | ($80,000.00) | | ($404,097.00) |
| 12_FD Restricted General Fund | 190116_GR FED CARES ACT - MSI Minority Serving Institution | 184_CC VP Office, Administrative Services | Adjustment to spending accounts and additional award to MSI | | | | $151,240.00 | | $214,040.00 | ($179,304.00) | $185,976.00 |
| 12_FD Restricted General Fund | 190061_GR STA Veteran Program and Resource Center | 165_CC Veteran's Services | Additional Veteran's categorial funds received | | | | | | | $283,949.00 | $283,949.00 |
| 12_FD Restricted General Fund | 190013_GR FED VBOC | 139_CC Dean, Career Education | Increase to correct grant beginning balance | | | | | | | $937.80 | $937.80 |
| 12_FD Restricted General Fund | 190129_GR FED HEERF II CRRSAA Institutional COVID Response Relief | 184_CC VP Office, Administrative Services | CARES ACT II/HEERF II allocation | $1,000,000.00 | $1,050,000.00 | $527,875.00 | $830,000.00 | $616,829.00 | $1,535,000.00 | $0.00 | $5,559,704.00 |
| 12_FD Restricted General Fund | 190127_GR STA Dreamer Resource Center Liaison Exp 6/30/2022 | 166_CC Dean, Counseling & Student Development | To create budget | | $46,492.00 | $5,834.00 | | | | | $52,326.00 |
| 12_FD Restricted General Fund | 190126_GR LOC NIIMBL | 120_CC Biotechnology | New grant set up | $15,878.00 | | $2,977.00 | $4,000.00 | $13,000.00 | $9,000.00 | $3,428.00 | $48,283.00 |
| 12_FD Restricted General Fund | 190039_GR STA Nursing Education | 146_CC Associate Dean, Nursing and Allied Health | Amendment per approved grant modification | ($50,000.00) | | $1,235.00 | ($32,982.00) | | $81,747.00 | | $0.00 |
| 12_FD Restricted General Fund | 190131_GR STA SWP Regional Business & Entrepreneurship Sector Strategies Exp 12/31/2021 | 147_CC Associate Dean, Career Education | New budget setup for RSWP Business Sector Strategy Grant, total grant of $83796. Signed PA and budget forms attached. | $9,800.00 | $7,790.00 | $7,906.00 | $5,300.00 | $11,000.00 | $42,000.00 | | $83,796.00 |
| 12_FD Restricted General Fund | 190102_GR Restr Course Fees | 146_CC Associate Dean, Nursing and Allied Health | Add Expense budget for course fees received | | | | $6,213.00 | $255.00 | $100,242.00 | | $106,710.00 |
| 12_FD Restricted General Fund | 190130_GR STA SWP Regional Health Sector Strategies Exp 12/31/2021 | 147_CC Associate Dean, Career Education | New budget setup for RSWP Health Sector Strategy Grant, total grant of $42,000. Signed PA and budget forms attached. | $3,013.00 | | $603.00 | $2,600.00 | $23,704.00 | $12,080.00 | | $42,000.00 |
| 12_FD Restricted General Fund | 190049_GR STA Deputy Sector Navigator LifeSci/BioTech | 116_CC Dean, Math & Sciences | Amended budget | | $162,162.00 | $47,838.00 | | | | | $210,000.00 |
| **12_FD Restricted General Fund Total** | | | | **$978,691.00** | **$1,322,407.00** | **$625,093.00** | **$866,371.00** | **$494,741.00** | **$1,914,109.00** | **$109,010.80** | **$6,310,422.80** |
| 74_FD Student Financial Aid Fund | 190115_GR FED CARES Act Stimulus USDE G5 Institution Use | 160_CC Financial Aid | Transfer from Fund 12 for student financial aid | | | | | | | $404,097.00 | $404,097.00 |
| 74_FD Student Financial Aid Fund | 190116_GR FED CARES ACT - MSI Minority Serving Institution | 160_CC Financial Aid | MSI Financial Aid Budget | | | | | | | $545,000.00 | $545,000.00 |
| 74_FD Student Financial Aid Fund | 190128_GR FED HEERF II CRRSAA Fin Aid COVID Response Relief | 160_CC Financial Aid | CARES ACT II/HEERF II allocation | | | | | | | $2,755,503.00 | $2,755,503.00 |
| 74_FD Student Financial Aid Fund | 190129_GR FED HEERF II CRRSAA Institutional COVID Response Relief | 160_CC Financial Aid | CARES ACT II/HEERF II Institutional award budgeted for Financial Aid. Will be adjusted per EMT | | | | | | | $4,618,763.00 | $4,618,763.00 |
| **74_FD Student Financial Aid Fund Total** | | | | | | | | | | **$8,323,363.00** | **$8,323,363.00** |
| 41_FD Capital Outlay Projects Fund | (blank) | 196_CC Facilities | Decrease North Storm Drain, Increase Track and Field projects | | | | | | | ($100,425.05) | ($100,425.05) |
| 41_FD Capital Outlay Projects Fund | (blank) | 197_CC Facilities PM External | Decrease North Storm Drain, Increase Track and Field projects | | | | | | $100,425.05 | | $100,425.05 |
| **41_FD Capital Outlay Projects Fund Total** | | | | | | | | | **$100,425.05** | **($100,425.05)** | **$0.00** |
| **Grand Total** | | | | **$1,084,191.00** | **$1,434,331.00** | **$692,721.84** | **$866,371.00** | **$495,701.00** | **$2,014,534.05** | **$8,208,095.75** | **$14,795,945.64** |

| Subject: | Attachment: |
|---|---|
| Ratify and Approve Contracts and Purchase Orders — March 20 through April 23, 2021 | Contract and Purchase Order Ratification List |
| **Category:** | **Type of Board Consideration:** |
| Consent Items | Information ✓ Consent Action |
| **Recommended:** | **Approved for Consideration:** |
| Tim Flood<br>Vice President, Administrative Services | Sunita V. Cooke, Ph.D.<br>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
## March 20 through April 23, 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** |
| 21000602 | Johnson Flooring Inc. | Floor refinish - SAN (Fac) | 5,000.00 |
| 21000718 | Communication Wiring Specialists Inc. | Fiber optic cable replacement (AIS) | 20,000.00 |
| 21000731 | Botsford Construction Inc. | Classroom remodel - T306, T307 (Fac) | 59,890.00 |

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 – $96,700 | | | |
|---|---|---|---|
| **PO #** | **Vendor** | **Description** | **Amount** |
| 21000563 | Nanalysis Corp | Technology equipment (Chem) | 57,384.25 |
| 21000595 | Calvin Chan | Consulting (Comm Ed) | 50,000.00 |
| 21000609 | Follett | Instructional supplies (Std Svcs) | 84,723.03 |
| 21000612 | USC Race and Equity Center | Contract services (Pres) | 25,000.00 |
| 21000676 | Dell Marketing L P | Technology equipment (Inst Svcs) | 38,034.20 |
| 21000766 | Computerland of Silicon Valley | Equipment software (AIS) | 93,839.00 |
| 21000793 | John S Milburn | Consulting (Inst Svcs) | 25,000.00 |
| 21000808 | Hoffman Engineering & Pipeline | Services/Repairs (Fac) | 37,906.00 |
| 21000917 | GST Inc. | Technology equipment (AIS) | 26,679.84 |
| 21000927 | CENGAGE Learning | Instructional supplies (Adult Ed) | 34,146.47 |
| 21000930 | Pearson Education | Instructional supplies (Comm Ed) | 91,819.96 |

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** |
| 21000507 | Sweetwater Sound Inc. | Instructional equipment (Dance) | 12,038.31 |
| 21000557 | Pro Installations Inc. | Supplies (Fac) | 17,521.35 |
| 21000581 | Airborne Athletics Inc. | Athletic equipment (KHAN) | 12,145.43 |
| 21000591 | El Dorado Trading Group Inc. | Instructional supplies - GEAR UP (Std Svcs) | 12,152.90 |
| 21000636 | MediaNews Group Inc. | Printing (Std Svcs) | 17,861.25 |
| 21000666 | Dell Marketing L P | Technology equipment (Career Ed) | 12,201.49 |
| 21000673 | Secure W2 Inc. | Software maintenance (AIS) | 14,270.00 |
| 21000675 | Bibliotheca LLC | Software maintenance (Lib) | 13,682.00 |
| 21000721 | CDW Government Inc. | Technology equipment (PIO) | 10,555.16 |
| 21000764 | Southwest Offset Printing | Printing (TCI) | 15,429.65 |
| 21000772 | BSN Sports | Athletic supplies (KHAN) | 11,466.92 |
| 21000798 | IDP Connect | Contract services - TCI (Comm Svcs) | 21,000.00 |
| 21000802 | Signal Vine Inc. | Consulting - GEAR UP (Std Svcs) | 10,500.00 |
| 21000817 | Dell Marketing L P | Instructional equipment (Inst Svcs) | 12,201.49 |
| 21000818 | Newegg Business Inc. | Instructional supplies (Inst Svcs) | 15,613.63 |
| 21000852 | TrueDialog Inc. | Contract services (Std Svcs) | 21,826.56 |
| 21000864 | Dell Marketing L P | Technology equipment (AIS) | 10,009.00 |
| 21000875 | Barnes & Noble Booksellers - Oceanside | Instructional supplies (Inst Svcs) | 12,336.28 |
| 21000885 | Lamar Central Outdoor LLC | Advertising (PIO) | 16,508.13 |

| | | | |
|---|---|---|---|
| 21000901 | 4imprint | Promotional items (Std Svcs) | 10,217.75 |
| 21000913 | CDW Government Inc. | Software maintenance (AIS) | 20,160.00 |
| 21000914 | CDW Government Inc. | Software maintenance (AIS) | 19,656.48 |
| 21000925 | Aztec Containers | Equipment (Fac) | 20,080.38 |
| 21000929 | Cambridge University Press | Instructional supplies (Comm Ed) | 16,643.52 |
| 21000935 | Ellucian Company LP | Software maintenance (Std Svcs) | 11,841.00 |

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** |
| 21000514 | AMI Graphics Inc. | Athletic equipment (KHAN) | 7,559.10 |
| 21000573 | GST Inc. | Technology equipment (AIS) | 5,470.96 |
| 21000683 | Trace3 | Software maintenance (AIS) | 6,104.22 |
| 21000713 | iTutor.com Inc. | Consulting - GEAR UP (Std Svcs) | 5,500.00 |
| 21000732 | Fisher Scientific Company | Instructional supplies/equipment (Biotech) | 6,640.85 |
| 21000742 | Workday Inc. | Software (HR) | 6,819.75 |
| 21000761 | Medco Sports Medicine | Athletic supplies (KHAN) | 6,055.09 |
| 21000767 | SAS Institute Inc. | Software maintenance (Inst Svcs) | 5,000.00 |
| 21000821 | Computerland of Silicon Valley | Software maintenance (AIS) | 5,280.00 |
| 21000824 | Zoological Society of San Diego | Consulting (Std Svcs) | 9,000.00 |
| 21000841 | Kurzweil Educational Systems | Software maintenance (DSPS) | 9,000.00 |
| 21000899 | Regents of the University of California | Consulting (Career Ed) | 5,000.00 |
| 21000903 | Lawnmowers Plus Inc. | Equipment (Fac) | 8,826.82 |
| 21000921 | CDW Government Inc. | Instructional supplies/equipment (Comm Ed) | 5,609.43 |
| 21000928 | Board of Governors | Subscription (Std Svcs) | 5,900.00 |

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

| Change Orders | | | |
|---|---|---|---|
| **PO #** | **Vendor** | **Description** | **Amount** |
| 20000459 | AO Reed & Co. | Additional services | 9,000.00 |
| 20000880 | Liebert Cassidy Whitmore | Additional services | 50,000.00 |
| 20001642 | Thomas Poznanski | Additional services | 26,000.00 |
| 21000470 | Jeffery Anderson | Additional services | 15,000.00 |

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

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

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

| MOUs and Grants | | | |
|---|---|---|---|
| **PO #** | **Vendor** | **Description** | **Amount** |
| N/A | No Entries This Month | | None |

| |
|---|
| **Total Contract Expenditures: $1,215,107.65** |
| **Ratify MCC purchase orders 21000493 through 21000942.** |

## Capital Improvement Program Contract and Purchase Order Ratification List
## March 20 through April 23, 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** |
| | No Entries This Month | | |

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

| POs from $25,000 | | | |
|---|---|---|---|
| **PO #** | **Vendor** | **Description** | **Amount** |
| 21000588 | CDW Government Inc. | 04109 AV Equipment (SAN) | 43,237.54 |
| 21000633 | Parron Hall Office Interiors | 04109 Furniture (SAN) | 50,295.01 |
| 21000751 | CDW Government Inc. | 04244 Network Equipment (OCN) | 75,212.58 |
| 21000752 | Royal Restrooms of California Inc. | 04004 Temporary Facilities (CLC) | 55,152.89 |
| 21000820 | CDW Government Inc. | 04004 IT Equipment (CLC) | 68,934.07 |

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** |
| 21000582 | CDW Government Inc. | 04004 Telephone Equipment (CLC) | 12,014.77 |
| 21000585 | CDW Government Inc. | 04004 Phone Equipment (CLC) | 12,014.77 |
| 21000634 | CDW Government Inc. | 04244 Network Equipment (OCN) | 15,731.45 |
| 21000750 | Vantage Technology Consulting Group | 03722 Security Design (OCN) | 15,470.00 |
| 21000755 | Parron Hall Office Interiors | 04244 Furniture (OCN) | 18,369.02 |
| 21000866 | Saving Sacred Sites | 04207 Monitoring Services (OCN) | 24,145.50 |

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** |
| 21000538 | School Health Corporation | 04210 AEC Unit (OCN) | 1,790.35 |
| 21000539 | Dell Marketing L P | 04101 Computers (SAN) | 3,123.77 |
| 21000540 | GST Inc. | 04101 Media Equipment (SAN) | 1,275.39 |
| 21000541 | GST Inc. | 04101 Media Supplies (SAN) | 323.42 |
| 21000542 | GST Inc. | 04101 Media Equipment (SAN) | 1,566.38 |
| 21000543 | CDW Government Inc. | 04004 Office Supplies (CLC) | 103.87 |
| 21000544 | Dell Marketing L P | 04101 Computers (SAN) | 9,549.20 |
| 21000545 | TekWorks Inc. | 04225 Vault Assessment (OCN) | 5,867.42 |
| 21000546 | Botsford Construction Inc. | 04004 Minor Construction Work (CLC) | 1,475.00 |
| 21000583 | Elite Relocation Services | 04103 Moving Services (SAN) | 9,975.42 |
| 21000584 | Elite Relocation Services | 04102 Moving Services (SAN) | 4,846.31 |
| 21000586 | Lowe's | 04001 Appliance (CLC) | 1,638.88 |
| 21000587 | Virco Inc. | 04109 Furniture (SAN) | 2,468.78 |
| 21000754 | Whitaker Brothers Business Machines Inc | 04001 Equipment (CLC) | 2,682.44 |
| 21000867 | California Geological Survey | 04202 Permit Fees (OCN) | 3,600.00 |
| 21000868 | Division of the State Architect | 04203 DSA Filing Fee (OCN) | 3,064.68 |
| 21000869 | Elite Relocation Services | 04244 Relocation Services (OCN) | 4,100.11 |

| | | | |
|---|---|---|---|
| 21000870 | CDW Government Inc. | 04004 IT Equipment (CLC) | 3,413.68 |
| 21000871 | GST Inc. | 04004 Media Equipment (CLC) | 5,252.70 |

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** |
| 20000576 | Vantage Technology Consulting Group | 03722 - Change Order 2 (OCN) | (15,470.00) |
| 20000996 | Class Leasing LLC | 04212 Change Order 3 (OCN) | 2,648.00 |
| 20001231 | Class Leasing LLC | 04207 Change Order 5 (OCN) | 7,864.00 |
| 20001365 | Union Tribune Publishing Co. | 03722 Advertising (OCN) | 5,000.00 |

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** |
| 20000600 | C W Driver LLC | 04202 Change Order 3 (OCN) | 112,170.00 |
| 21000213 | Caliba Inc. | 04244 Change Order 1 (OCN) | (5,321.92) |
| 21000214 | Align Builders | 04004 Change Order 1 (CLC) | 65,625.81 |

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** |
| 20000772 | SGPA Architecture & Planning - SD | 04004 Change Order 7 (CLC) | 6,561.00 |

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** |
| 21000589 | SMS Geotechnical Solutions Inc. | 04203 Inspection Services (OCN) | 26,512.00 |
| 21000753 | SMS Geotechnical Solutions Inc. | 04209 Geotechnical (OCN) | 9,880.00 |

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

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

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

| MM-17-003 – Civil Engineering Task Change Orders | | | |
|---|---|---|---|
| **PO #** | **Vendor** | **Description** | **Amount** |
| 20000580 | NV5 Inc. | 04101 Change Order 3 (SAN) | 19,800.00 |

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 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** |
| 20000596 | MTGL Inc. | 04001 Change Order 4 (CLC) | 3,528.76 |

| **Total Contract Expenditures: $695,493.05** |
|---|
| **Ratify purchase orders — 21000538-21000546, 21000582-21000588, 21000633-21000635, 21000750-21000752, 21000754-21000755, 21000820, 21000866-21000871.** |
| **Ratify purchase orders (Task Orders) — 21000589, 21000753.** |
| **Ratify purchase orders (Contracts) — No Entries This Month.** |

| **Subject:**<br><br>**Adopt Resolution No. 15–20/21 – Declaring April as Diversity, Equity, and Inclusion Awareness Month** | **Attachment:**<br><br>**Resolution No. 15–20/21** |
|---|---|
| **Category:**<br><br>**Action Items** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

The mission of the MiraCosta Community College District is to provide high-quality educational services to all those seeking an education and economic opportunity. In addition to serving a very diverse student population within the north San Diego county community, the college also serves international students and students who have immigrated to the United States. Board Policy 3410 states that all agents of the district "shall provide access to its services, classes, and programs without regard to age, ancestry, color, physical or mental disability, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, parental status, race or ethnicity, religion, sexual orientation, military or veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In addition to the aforementioned legally protected characteristics, the district also has an interest in nondiscrimination based on additional factors such as accent, citizenship status, economic status, and ethnic group identification..."

## STATUS

The California Community College Board of Governors has declared April 2021 and every year thereafter in April as Diversity, Equity and Inclusion Awareness Month in California's Community Colleges. The MiraCosta College Board of Trustees acknowledges the importance of this declaration and commits to its continued and sustained approach to eliminate equity gaps for our diverse students.

## RECOMMENDATION

Adopt Resolution No. 15–20/21– declaring April as diversity, equity, and inclusion awareness month, as detailed above.

# MIRACOSTA COMMUNITY COLLEGE DISTRICT
# RESOLUTION NO. 15–20/21

## RESOLUTION OF THE BOARD OF TRUSTEES OF MIRACOSTA COMMUNITY COLLEGE DISTRICT TO DECLARE APRIL AS DIVERSITY, EQUITY, AND INCLUSION AWARENESS MONTH

WHEREAS, for many Californians, the open-access mission of the California Community College system constitutes an accessible path to a better life and upward mobility for 43 percent of community college students who identify as first-generation; and

WHEREAS, with more than 2.1 million students at 116 colleges, the California Community Colleges is the largest system of higher education in the country and serves the most diverse student population of any segment in California; and

WHEREAS, the MiraCosta College student population is enriched in racial and ethnic diversity where 39 percent are Latinx, 3 percent are African American, 8 percent are Asian Pacific Islander, and 7 percent are 2 or more races; and

WHEREAS, the Mission, Vision, Values, and Commitment of MiraCosta College call for a focus on disproportionately impacted students in order to close equity gaps and create a racially just campus culture; and

WHEREAS, recognizing the diversity of our students as one of our greatest assets and the importance of faculty and staff as key drivers of student success, the Board of Trustees carefully monitors the Equal Employment Opportunity Plan, outcomes, and improvement strategies to achieve greater diversity among full-time and part time faculty, classified staff and educational administrators; and

WHEREAS, the District has engaged in significant professional development to enhance understanding of implicit bias, microaggressions, cultural competency, race, and anti-racism; and

WHEREAS, the District has developed and sustains essential training programs such as Pride Inclusion, VetAlly, UndocuAlly, Black Community Ally Training and hosts heritage month celebrations; and

WHEREAS, April is nationally recognized as Community College Month and serves as an opportunity to honor and acknowledge the contributions of students, faculty, classified staff and administrators in our community colleges; and

WHEREAS, students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment; now, therefore, be it

RESOLVED, that the California Community College Board of Governors declares April 2021 and every year thereafter in April as Diversity, Equity and Inclusion Awareness Month in California's Community Colleges; and be it further

RESOLVED, that MiraCosta College celebrates and persistently works to strengthen its racial and ethnic diversity among students, faculty, staff and administrators and honors their tireless contributions to advancing diversity, equity, inclusion, and anti-racism work that results in student success; and be it further

RESOLVED, that the MiraCosta College Board of Trustees recognizes Diversity, Equity and Inclusion Awareness Month, showcasing and amplifying the role of students and staff dedicated to equity; and be it further

RESOLVED that the District recommits itself to a multi-pronged and sustained approach to eliminate equity gaps for our diverse students.

PASSED, APPROVED, AND ADOPTED this 20th day of May, 2021, by the Board of Trustees of the MiraCosta Community College District of San Diego County, California, by the following vote, which constitutes a majority of the Board of Trustees:

AYES:

NOES:

ABSTAINING:

ABSENT:

STATE OF CALIFORNIA )
)

SAN DIEGO )

_____
Rick Cassar
Board 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 said date.

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

| Subject: | Attachment: |
|---|---|
| Approve Equal Employment Opportunity Plan and Equal Employment Opportunity Fund Multiple Method Allocation Certification Form | Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2020/21 |
| Category: | Type of Board Consideration: |
| Action Items | Information Consent Action ✓ |
| Recommended: | Approved for Consideration: |
| Charlie Ng<br>Vice President, Human Resources | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

EEO Plan
Title 5 Section 53003 requires California Community Colleges to review and update existing Equal Employment Opportunity (EEO) plans a minimum of once every three years. The district is required to send revised plans approved by the board of trustees to the Chancellor's Office for public filing.

Equal Employment Opportunity Fund Multiple Method Allocation Certification Form
To implement the Equal Employment Opportunity policies contained in the Education Code and Title V, the Chancellor's Office has established a Multiple Methods model for allocating the EEO Fund. In order to secure EEO funding, MiraCosta Community College District must indicate which of nine (9) designated best practices for promoting success in EEO were met in the fiscal year 2020/21.

## STATUS

EEO Plan
The district's Equal Employment Opportunity Plan was last updated on June 11, 2020. It has been updated to reflect available data.

Equal Employment Opportunity Fund Multiple Method Allocation Certification Form
To be eligible for funding, the district must maintain compliance with Multiple Method 1, and also demonstrate compliance with six of the eight remaining multiple methods. The board of trustees must certify that the district has met the requirements for eight of nine possible measures as indicated on the form. The district's Equal Employment Opportunity Advisory Committee has recommended the submission of the annual certification form.

## RECOMMENDATION

Approve Equal Employment Opportunity Plan and the Equal Employment Opportunity Fund Multiple Method Allocation Certification form, as stated above.

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
**Certification Form**
***Fiscal Year 2020-2021***

**District Name:** MiraCosta Community College District

**Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).**

- ☒ **Yes**
- ☐ **No**

**The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)**

- ☒ **Yes**
  - ☒ Method 2 (Board policies and adopted resolutions)
  - ☐ Method 3 (Incentives for hard-to-hire areas/disciplines)
  - ☒ Method 4 (Focused outreach and publications)
  - ☒ Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
  - ☒ Method 6 (Consistent and ongoing training for hiring committees)
  - ☒ Method 7 (Professional development focused on diversity)
  - ☒ Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
  - ☒ Method 9 (Grow-Your-Own programs)
- ☐ **No**

***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE.*** ***Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.***

***Chair, Equal Employment Opportunity Advisory Committee***

Name: Charlie Ng Title: VP Human Resources

Signature: _____ Date: _____

***Chief Human Resources Officer***

Name: Charlie Ng Title: VP Human Resources

Signature: _____ Date: _____

***Chief Executive Officer (Chancellor or President/Superintendent)***

Name: Dr. Sunita V. Cooke Title: President/Superintendent

Signature: _____ Date: _____

***President/Chair, District Board of Trustees***
***Date of governing board's approval/certification***: _____

Name: Richard Cassar Title: ***President/Chair, Board of Trustees***

Signature: _____ Date: _____

Page 1

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
**Certification Form**
***Fiscal Year 2020-2021***

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district's success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

## Nine (9) Multiple Methods

***Mandatory for Funding***

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

***Pre-Hiring***

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

### Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

☒ **Yes**
☐ **No**

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
**Certification Form**
***Fiscal Year 2020-2021***

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Multiple Method #1

The district has developed and adopted a district-wide written equal employment opportunity (EEO) plan to implement its EEO program and the plan was adopted by the Board of Trustees on (insert date) and submitted to the Chancellor's Office on (insert date).

The district has an EEO Advisory Committee to assist the district in developing and implementing the EEO plan required under Title 5, section 52003. This advisory committee includes a diverse membership. This is demonstrated by the information published (EEO Plan, agendas, minutes, membership, and other information) on the EEOAC web page.
https://www.miracosta.edu/hr/eeoac/index.html

The district has submitted Expenditure/Performance reports for 2019-20 on the use of EEO funds to the Chancellor's Office on February 19, 2021.

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
**Certification Form**
***Fiscal Year 2020-2021***

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

## Does the District meet Method #2 (Board policies and adopted resolutions)?

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Multiple Method #2

The Board of Trustees have adopted the following policies and resolutions connected with EEO :
BP 3400: Diversity, Equity, and Inclusion
BP/AP 3410: Nondiscrimination (4/7/2009)
BP/AP 3420 Equal Employment Opportunity (10/6/2009);
BP/AP 3430 Prohibition of Harassment

Evidence: Board of Trustees website: BP 3400; BP/aP3410, BP/AP 3420, BP/AP 3430

**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

☐ **Yes**
☒ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

| Multiple Method #3 |
| --- |
| |

**Does the District meet Method #4 (Focused outreach and publications)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Multiple Method #4

The Human Resources Department has a standard practice of posting permanent positions (administrator, faculty, and classified) in multiple publications and websites, including focused advertising with media and publications that serve underrepresented and marginalized populations such as Asian, African American/Black, Hispanic, Latino/Latinx, Native American, Pacific Islander, women, military veterans, disabled, and the LGBTQIA+ populations. Human Resources collaborates with departments, utilizing their expertise within their field/discipline to tailor campaigns to the specific vacant position. This includes outreach to attract male applicants to nursing positions or female applicants to STEM (science, technology, engineering, and mathematics) disciplines, for example. The Human Resources Department and/or the hiring department sometimes advertise positions on social media outlets, such as LinkedIn and Twitter. This enables the District to reach "passive" job seekers or those who may not review traditional sources for job advertisements. In some cases, Human Resources engages in direct, targeted outreach, by researching relevant graduate programs in California and directly contacting deans, department chairs, and faculty within the program to promote faculty positions. Additionally, hiring departments have independently promoted positions through direct outreach to colleagues at other institutions. Hiring departments sometimes attend conferences where they have promoted open faculty positions through word-of-mouth and handouts with a QR code. Human Resources tracks how applicants found out about positions through the applicant tracking system to determine outreach effectiveness. The diversity of applicants who disclose their race, ethnicity, and/or gender is monitored and evaluated to ensure recruitment efforts are reaching a diverse pool of applicants. If a pool appears to lack diversity, Human Resources, the department, and administration determine whether to extend with additional advertising, or repost the position entirely in search of a diverse applicant pool. MiraCosta College includes an EEO/Diversity Statement with every job posting which describes the District's commitment to diversity, equity and inclusion. Each applicant is required to describe their own commitment to diversity, equity, and inclusion. Applicant responses are evaluated and rated according to an established rubric and factored into their application rating.
Further, the EEO Advisory Committee recommends that employees of the District participate in conferences, seminars, courses and training sessions that teach techniques to effectively reach diverse populations

**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Multiple Method #5

Hiring procedures start with advertising campaigns (see Multiple Method #4) designed to strategically attract a broad and diverse applicant pool. Applicant pools are evaluated to ensure sufficient number and diversity. The applicant pool of full-time faculty searches are reviewed and approved by the Superintendent/President. The Human Resources Technician and/or Human Resources Supervisor review the applicant pools for permanent classified recruitments. The District continues this review as a best practice to evaluate any potential adverse impacts in the screening and selection process. Should concerns arise with the diversity or number of applicants in a pool, Human Resources will stop the recruitment and work with the hiring department to evaluate steps forward. Human Resources may ask the committee to reconsider the job-related desirable qualifications, the number of additional application materials being requested, and/or the advertising and outreach efforts, make adjustments, and then repost the position.
Applicants are not automatically eliminated for failing to submit all requested attachments with their electronic application. Human Resources staff screen applicants for minimum qualifications and the hiring committee is responsible for taking into account the completeness and quality of the application and application materials received and rating applications accordingly. This process is part of an ongoing discussion on how to create more inclusive hiring practices. All applicants respond to a question as part of their application related to their efforts in support of diversity, equity, and inclusion that was designed based on feedback from faculty, staff and administrators. The diversity, equity, and inclusion questions are intended to gauge cues of cultural competence in applicant responses. The wording and format of our faculty job postings are reevaluated and updated periodically, including current student demographic statistics and DEI language and website links. Within the job postings, departments are encouraged to critically evaluate the job relatedness of desirable qualifications and to highlight their department, including specific efforts to support diversity, equity, and inclusion and student success.
The next stage of the recruitment process is review of applications by hiring committees (except in the case of associate faculty where the interviews are conducted by the department chair and other department faculty and/or discipline experts). The college requires that each committee be diverse in terms of gender, ethnicity, and experience. Ensuring that diverse perspectives are considered in the hiring process. Each committee also includes an EEO representative who is

Multiple Method #5 Continued

responsible for monitoring the EEO rules and hiring procedures. To ensure a degree of independence, the EEO representative cannot report to the same department/school that is recruiting for a vacancy and/or any supervisor/administrator who will participate in the initial or final interviews. Every member of the hiring committee is required to participate in EEO training within 12 months of committee participation. EEO representatives participate in specialized training specific to their role on the committee. In light of the pandemic, Human Resources created a mandatory training video for all members of this year's faculty screening and interview committees. The training focused on equity in hiring – why it is important and how we can ensure that our job postings, application screening criteria, and interview questions and skills assessment(s) support it.

Once trained, committees create interview questions and skill assessment(s). Human Resources collaborates with the committee in the creation of the interview materials and also reviews and approves them. Faculty screening and interview committees also develop application screening criteria that is also reviewed/approved by Human Resources. The application screening criteria for all permanent administrator and classified recruitments has been standardized and is completed within the applicant tracking system. Each application is then given a score out of 100 that is the average of the entire committee's ratings for the application. In standardizing the criteria, we ensure that all applications are being evaluated based on the same criteria and that those criteria are weighted consistently for all applications, thus further guaranteeing an equitable screening of applications and having the ability to review for potential adverse impacts if necessary. All screening and interview materials must be submitted to Human Resources for review and approval prior to the committee obtaining access to the pool of applicants. Human Resources ensures that the interview questions, skills assessment(s), and application screening criteria (for faculty recruitments) are in line with the knowledge, skills, and abilities of the position as stated in the job posting, do not give an advantage to internal versus external candidates, and that interview questions include at least one question related to diversity, equity, and inclusion.

The committee then reviews and rates the applications based on the established criteria. Candidates selected through the screening process will participate in skills assessment(s), if applicable, and an initial interview. Next, finalists are selected based on knowledge, skills, and abilities as demonstrated during the interview and/or skills assessment(s). For full-time faculty recruitments, final interviews are conducted by the Superintendent/President, vice president, dean and committee chair. This provides for a variety of perspectives in making the decision to hire. For the majority of classified searches, the final interviews are conducted by the division head or designee. The hiring manager is often invited to participate as well. A final analysis is conducted at the conclusion of each fiscal year to review trends in the diversity of applicants and that of individuals hired. This data is contained in the longitudinal analysis found in component XI of the EEO plan.

Evidence: "A Guide to MiraCosta College Full Time Faculty Employment Policy and Hiring Procedures"; screening criteria; diversity questions for interviews; diversity question and rubric for the application.

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Multiple Method #6

Component IX of the District's EEO plan requires that every person involved in the screening/interview process must undergo training within 12 months prior to service on a hiring committee. Human Resources tracks training completion dates and ensures current training is provided when necessary. Hiring Committee/EEO training includes a review of laws related to best practices in hiring, nondiscrimination, elimination of bias in hiring and employment, and the value of a diverse workforce. Participants are encouraged to complete the Harvard Implicit Bias tests online to become aware of potential biases. Training also includes suggestions and tools for mitigating the effects on unconscious biases. Committee EEO representatives receive additional training on pertinent laws, legally protected characteristics, and how to intervene should committee members act in a manner inconsistent with EEO regulations and/or the District's hiring procedures. EEO representatives are full voting members of each screening & interview committee. The EEO representative cannot report to the same department/school that is recruiting for a vacancy and/or any supervisor/administrator who will participate in the initial or final interviews.

Evidence: EEO Plan Component IX; "A Guide to MiraCosta College Full Time Faculty Employment Policy and Hiring Procedures"; PowerPoint of hiring committee training; link to Harvard Implicit Bias test. https://implicit.harvard.edu/implicit/takeatest.html.

**Does the District meet Method #7 (Professional development focused on diversity)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Multiple Method #7

Professional Development Committee includes a legend indicating the workshops which are "designed to enhance our understanding of human and cultural diversity." These workshops are primarily designed for faculty in order for them to meet with contractual professional development obligations, but are also open to administrators and classified staff. During the Fall 2020 and Spring 2021 Flex Weeks, at least 34 workshops specifically supported the college's efforts in diversity, equity and inclusion. In addition to the Flex week calendar of workshops each semester, faculty, staff, and administrators may complete professional development activities of their own choosing and many complete hours on topics related to diversity in order to satisfy criteria for faculty performance evaluation (see Multiple Method #8).
Through Academic Impressions, faculty, staff, and administrators have access to many articles, trainings, and virtual conferences designed specifically for colleges and related to diversity, equity, and inclusion. Areas include personal development and skill building, faculty/staff pipeline, inclusive classroom, and student body learning.
The Academic Senate has a subcommittee called Diversity, Equity and Cultural Competency (DEqCC) whose mission is to provide faculty with resources to increase cultural competency and attain cultural proficiency. The committee has helped to sustain an effective training program and serves an important role in advising individual faculty members on matters of diversity, equity and cultural competency and attain cultural proficiency. A full day of Flex week was devoted to the Diversity, Equity and Cultural Competency Committee's Cultural Competency Conference.
In Fall 2020, MiraCosta College adopted an institutional commitment to the creation of a racially just campus. The college embarked on a campus wide book reading discussion. All employees were given the opportunity to receive and engage in reading the two selected campus reads—So You Want to Talk About Race by Ijeoma Oluo and How To Be An Antiracist by Dr. Ibram X. Kendi. The college also welcomed Dr. Kendi as a speaker on All College Day, and facilitated conversations on the two books as led by Dr. Veronica Keiffer-Lewis.
Through our training partner, Academic Impressions, faculty, staff, and administrators have access to many articles, trainings, and virtual conferences designed specifically for colleges and related to diversity, equity, and inclusion all year.
Evidence: Professional Development Program/FLEX website; DEqCC Conference Program; Academic Impressions website.

**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Multiple Method #8

Criteria for the evaluation of full-time faculty include statements making it clear that diversity, equity, and inclusion are an important aspect in four of the criteria for evaluation:
1. Demonstrated skill in classroom teaching, non-classroom roles, and other responsibilities specifically listed in the employment job announcement. These include commitment to cultural competence and equity-minded pedagogies.
2. Respect for students' rights and needs by demonstrating sensitivity to human and cultural diversity.
3. Respect for colleagues and the educational professions by demonstrating sensitivity to human and cultural diversity among colleagues.
4. Continued professional growth, which may be demonstrated by involvement in personal and professional development related to cultural competence.
Criteria for the evaluation of associate faculty include statements making it clear that diversity, equity, and inclusion are an important aspect in three of the criteria for evaluation:
1. Demonstrated skill in classroom teaching, counseling or library work, which may include a commitment to cultural competency.
2. Respect for students' rights and needs by demonstrating sensitivity to human and cultural diversity.
3. Respect for colleagues and the educational professions by demonstrating sensitivity to human and cultural diversity among colleagues.
When new faculty are hired, part of their orientation details the tenure evaluation process. It is emphasized to all new faculty that they are required to demonstrate sensitivity to and awareness of issues related to diversity, equity, and inclusion beyond what was included and demonstrated as part of their application and interview. It will remain an important issue and will be reflected in the evaluation criteria throughout their teaching career at the college.
The evaluation instrument for academic and classified administrators includes a rating on the statement, "Demonstrates a commitment to the diversity of faculty, staff and students."
Evidence: Faculty Assembly Agreement, Article H, Section H.1.4; Associate Faculty CBA, Article 9; Academic Administrator Working Conditions Manual, Appendix B; Classified Administrator Self-Evaluation Form.

**Does the District meet Method #9 (Grow-Your-Own programs)?**

☒ **Yes**
☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Multiple Method #9

MiraCosta Community College continues to participate in the San Diego and Imperial Counties Community College Association (SDICCCA) Faculty Internship Program. The program was originally designed to provide hands-on teaching experience to underrepresented minorities, but is open to all interested parties. The typical cohort size has been approximately 5 to 10 interns per year. Participants are assigned a full-time faculty mentor and at MiraCosta whom they "shadow" for one semester. In the second semester, typically the interns are assigned a class to teach (or counseling/librarian hours to work) and are paid for this work. In addition to compensation, participants in the internship program gain valuable experience to add to their resume/curriculum vitae. The program has resulted in the hiring of many participants into full-time faculty positions, either at MiraCosta or other community colleges. In the past several years, a number of new full-time faculty hires have previously worked in classified positions at the college, and many received their associate degree from MiraCosta Community College. This "pipeline" of individuals has ensured MiraCosta has faculty who understand its student population and serve as effective role models for our diverse student body.
Evidence: SDICCCA website. https://mylocalcc.org/

If more space is needed for your explanations, you may attach an additional file. ATTACH FILE

| Subject: | Attachments: |
|---|---|
| **Adopt Resolution No. 11-20/21: Authorize Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department** | **1. April 27, 2021 Quote from Carolina Biological**<br>**2. Resolution No. 11-20/21** |
| **Category:**<br><br>**Action Item** | **Type of Board Consideration:**<br><br>**Information Consent Action** ✓ |
| **Recommended:**<br><br>**Tim Flood**<br>**Vice President, Administrative Services** | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

Chemistry is a lab-based science that requires students to have hands-on experience with the material in order to be successful. Not only does the tactile interaction reinforce concepts for many learners, but it also imparts skills and techniques that must be physically experienced and practiced. Upon moving our courses online in response to COVID-19, the Chemistry Department researched several home-based lab kit vendors and, ultimately, selected Carolina Biological Supply Company. While the lab kits contain the materials and instructions, chemistry faculty had to develop the accompanying assessments and curricula. This involved the creation of numerous Canvas assignments (pre-lab, data and observations, post-lab, etc.) for 45 experiments across 7 chemistry courses, as well as additional video content to provide context, demonstrate techniques, and highlight safety concerns. This additional content required hundreds of hours to complete and is specifically tailored to the lab kit experiments provided by Carolina Biological Supply Company. The initial work was completed in summer 2020, but the experiments have continued to be refined and improved during fall 2020, spring 2021, and summer 2021. This hard work has certainly paid off, with both faculty and students reporting positive results using the home-based lab kits, accompanying Canvas integrations, and video content.

The board approved Resolution No. 4-20/21 authorizing Carolina Biological Supply Company's chemistry kits as a single source procurement for the Chemistry Department for spring 2021.The Chemistry Department would like to continue its use of Carolina Biological Supply Company chemistry kits for the fall 2021 as a single source procurement. Utilizing Carolina Biological Supply Company's chemistry kits, as opposed to another vendor, will vastly benefit the Chemistry Department, given the substantial time and resources that have been invested in developing and refining these unique home-based chemistry experiments.

## STATUS

District staff has exercised due diligence and determined that chemistry kits from Carolina Biological Supply Company is the single source required for its fall semester chemistry classes needed by the Chemistry department to continue online learning due to COVID-19.

The establishment of Carolina Biological Supply Company's chemistry kits as a single source standard is in accordance with Public Contract Code 20304 and Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19 authorizing the superintendent/ president and/or their designee to take any and all actions necessary to ensure the continuation of public education allowing provisions of alternative educational program options.

The expected cost for the fall chemistry courses will not exceed $165,000. Funds are budgeted within Cost Center 101, Grant 190115. Funds will come from the Higher Education Emergency Relief fund.

## RECOMMENDATION

1. Approve Resolution No. 11-20/21: authorizing procurement of chemistry kits from Carolina Biological Supply Company as a single source procurement for the Chemistry department, set forth below.
2. Authorize the director of purchasing and material management to proceed with the procurement from Carolina Biological Supply Company, at the cost of an amount not to exceed $165,000 for the fall semester.

# SALES QUOTATION



CAROLINA
*World-Class Support for Science & Math*

Telephone: 1-800-334-5551
Fax: 336-538-6330

| QUOTE NUMBER | 480100 SQ | QUOTE EXPIRES | 12/31/21 |
|---|---|---|---|
| DATE: | 04/27/21 | Reference: DL KIT | |
| Shipment can be Made Within 7-10 DAYS After Receipt of Your Order Unless Otherwise Stated. | | | |
| TRANSPORTATION METHOD BEST WAY | | PAYMENT TERMS: NET 30 ** | |

**BILL TO ACCOUNT: 130630**
MIRACOSTA COLLEGE-OCEANSIDE
ACCOUNTS PAYABLE
1 BARNARD DR
OCEANSIDE CA 92056-3820

| CATALOG NUMBER | DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 582950 | MIRACOSTCOL CHEM103 2020 | EA | 30 | 152.25 | 4,567.50 |
| 582945 | MIRACOSTACOL CHEM112 2020 | EA | 155 | 189.75 | 29,411.25 |
| 582947 | MIRACOSTACOL CHEM115 2020 | EA | 93 | 195.50 | 18,181.50 |
| 582946 | MIRACOSTACOL CHEM116 2020 | EA | 30 | 110.75 | 3,322.50 |
| 582944 | MIRACOSTACOL CHEM140 2020 | EA | 186 | 154.50 | 28,737.00 |
| 582948 | MIRACOSTACOL CHEM150 2020 | EA | 186 | 160.50 | 29,853.00 |
| 582949 | MIRACOSTACOL CHEM151 2020 | EA | 155 | 177.50 | 27,512.50 |
| 580164 | COL PH AND BUFFERS | EA | 45 | 22.50 | 1,012.50 |
| FREIGHT | FREIGHT AND HANDLING | EA | 1 | 8,047.95 | 8,047.95 |

**SHIPPING AND HANDLING NOT INCLUDED. FLAT FEE OF $9.95 FOR MAILED VOUCHERS.**
**RETURNS:**
**We build custom kits that are unique to your school; therefore, for custom designed kits, whether vouchers or physical kits are purchased, they are nonreturnable. Purchased vouchers for Ready to Ship kits are returnable with a 15% restocking fee. Ready to Ship kits are nonreturnable**
**Bulk Shipping for Fall Order**
**Do not process before then!!**
**freight per JJ**

Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398
www.carolina.com

| | | |
|---|---|---|
| SUB TOTAL | $ | 150,645.70 |
| 8.25 % | TAX | 12,428.27 |
| TOTAL | $ | 163,073.97 |

**Total Order**

WE TRULY APPRECIATE THE OPPORTUNITY TO PROVIDE YOU WITH THIS QUOTE. THANK YOU!

## MIRACOSTA COMMUNITY COLLEGE DISTRICT

### RESOLUTION NO. 11-20/21
### AUTHORIZING CAROLINA BIOLOGICAL SUPPLY COMPANY'S CHEMISTRY KITS AS A SINGLE SOURCE PROCUREMENT FOR THE CHEMISTRY DEPARTMENT

**WHEREAS,** the Board of Trustees of the MiraCosta Community College District ("District") has determined that in order to meet the requirements for maintaining its spring Chemistry classes during a COVID-19 teaching environment, that it utilize the unique chemistry kits created by Carolina Biological Supply Company during the fall semester; and

**WHEREAS**, on March 19, 2020, the board passed Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19 authorizing the superintendent/president and/or their designee to take any and all actions necessary to ensure the continuation of public education allowing provisions of alternative educational program options; and

**WHEREAS**, on November 19, 2020, the Board passed Board Resolution No. 4-20/21 Authorizing Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department for the spring semester of 2021; and

**WHEREAS**, the Governing Board of a community college district may under Section 20304 of the California Public Contract Code, direct the purchase of any supply, equipment, or material without observance of any provision requiring contracts, bids, or notice upon a finding by a vote of two-thirds of all its members of the board that there is only a single source of procurement therefore and that the purchase is for the sole purpose of duplicating or replacing supply, equipment, or material, as the case may be, in use; and

**WHEREAS**, during the fall semester, the Chemistry department worked with Carolina Biological Supply Company in developing unique at-home chemistry kits for its chemistry classes to ensure students were provided a robust online learning platform; and

**WHEREAS**, the district's chemistry instructors created content around these at-home chemistry kits by creating a database of Safety Data Sheets for chemicals used in its chemistry experiments, along with publishing video content for approximately 50 lab experiments this fall; and

**WHEREAS**, Carolina Biological Supply Company provided assessment tools based on each experiment which were integrated into the district's Canvas platform as quizzes; and

**WHEREAS**, students and faculty have reported positive feedback utilizing the at-home chemistry kits provided by Carolina Biological Supply Company; and

**WHEREAS**, utilizing Carolina Biological Supply Company for the fall semester will vastly benefit the Chemistry department as substantial time and resources have been invested in developing these unique chemistry kits; and

**WHEREAS**, district staff has exercised due diligence and determined that Carolina Biological Supply Company is the single source to provide the chemistry kits required for nine fall semester chemistry classes needed by the district; and

**WHEREAS,** the proposed item, and corresponding exception, is identified as:

| # | Proposed Item and Manufacturer | Exception under PCC section |
|---|---|---|
| 1. | Chemistry Kits | PCC section 20304 |

**WHEREAS,** applicable law requires the board to make certain findings under Public Contract Code section 20304 to use the exceptions found therein.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The board hereby finds and determines that advertising for competitive bids for equipment, supplies and curriculum for the Chemistry department would not produce an advantage to its online learning platform during COVID-19.

2. The board hereby finds and determines that establishing Carolina Biological Supply Company's chemistry kits as the single source standard for procurement pursuant to Public Contract Code sections 20304, to be in the best interest of the district.

3. The board hereby finds procuring chemistry kits from Carolina Biological Supply Company is in accordance with Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19.

4. The establishment of Carolina Biological Supply Company's chemistry kits as the single source standard, is hereby approved and ratified.

5. The board directs district staff to include a copy of this resolution in all future procurement that will involve chemistry kits from Carolina Biological Supply Company.

**DATED, SIGNED AND APPROVED this 20th day of May 2021.**

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By:_____
Rick Cassar
President, Board of Trustees

Attest:

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

STATE OF CALIFORNIA )
)ss
SAN DIEGO COUNTY )

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 11-20/21, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 20th day of May 2021, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

| **Subject:**<br><br>**Approve Emeritus Status for Full-Time and Associate Faculty Members** | **Attachment:**<br><br>**None** |
|---|---|
| **Category:**<br><br>**Action Items** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

Each year, the superintendent/president presents to the Academic Senate the names of retiring faculty who meet the qualifications for emeritus status.

## STATUS

At the Academic Senate meeting on May 7, 2021, the following eight full-time faculty retirees and three associate faculty retirees were recommended for emeritus status:

**Full-time Faculty:**

Jonathan Cole
Anna O'Cain
June Porto
Jeffrey Uhlik
Margaret Essman
Keith Meldahl
Roberta Rosen
Louisa Moon

**Associate Faculty:**

Michael Byron
Susanne Concors
Sarah Lopez

## RECOMMENDATION

Approve emeritus status for full-time and associate faculty retirees.

| Subject: | Attachment: |
|---|---|
| Approve Gold Circle Club Membership for Retired Classified Employees | None |
| **Category:** | **Type of Board Consideration:** |
| Action Items | Information Consent Action ✓ |
| **Recommended:** | **Approved for Consideration:** |
| Charlie Ng<br>Vice President, Human Resources | Sunita V. Cooke, Ph.D.<br>Superintendent/President |

## BACKGROUND

In accordance with J.2.0 Gold Circle Club of the Classified Senate Employee Manual, the names of those retirees who meet the qualifications for Gold Circle Club membership shall be forwarded to the board of trustees for approval.

## STATUS

Gold Circle Club membership is granted to retired or retiring classified employees of the college who are at least 50 years of age and have been employees of the district for at least ten years. Gold Circle Club members will receive appropriate recognition, including a certificate of membership and appreciation and may be granted other benefits, including an email account, access to the library, discounts on computer purchases through Academic Information Services, a one-time supply of retiree business cards, if desired, and four tickets per year to athletic, performing arts, or scholarly functions.

- Kathryn Brown 10.15 years
- Gilbert Good 30.14 years
- David Montague 31.14 years
- Michael Nolte 35.18 years
- Robert Royal 30.15 years
- Fredric Steffy 33 years
- Margaret Stroika 30.36 years
- Kathleen VanPelt 31.50 years

## RECOMMENDATION

Approve Gold Circle Club Membership for retired classified employees, as stated above.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 2410 – Board Policies/Administrative Procedures** | **Attachment:**<br><br>**Board Policy 2410 – Board Policies/Administrative Procedures** |
| **Category:**<br><br>**Board Policies – Periodic Review** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**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 2410 – Board Policies/Administrative Procedures has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 2410 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 2410 – Board Policies/Administrative Procedures.

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

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

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

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

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

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

See Administrative Procedure 2410.



| | |
|---|---|
| Adoption History: | 1/20/09, 4/12/11, 5/20/15 |
| Reference Update: | 11/14 |
| References: | Education Code §70902<br>ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, I.C.5 |
| CCLC Update: | – |
| Steering: | CC / All |

A. Purpose

The purpose of this administrative procedure is to detail how policies and procedures are developed and approved to support the governance system at MiraCosta College.

B. Scope

This procedure applies to all governance and operational policies, procedures, and other related documents handled by the governance system, as defined in Administrative Procedure 2510.

C. Definitions

1. Board Policies (BPs)

Broad, holistic statements that guide operations and set standards for the institution. They are classified as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). BPs represent the voice of the Board of Trustees and require official board adoption.

2. Administrative Procedures (APs)

Create a plan of action for achieving policies. They identify processes used and related documents. They are classified as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). APs are the responsibility of the superintendent/president and do not require board action.

3. Minor Change

An administrative change that can be made directly by the College Council to ensure currency and compliance with state and federal laws and



Effective Date: 1/20/09, 3/8/11, 5/12/15
Reference Update: 11/14, 1/15
References: Education Code §70902
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7, IV.D.4
CCLC Update: #25, 11/14
Steering: CC / All

consistency with other BPs, APs, district policies and regulations, and legal guidelines. A minor change has no material impact on the intended scope, purpose, or function of a policy or procedure.

4. Major Change

   Any change to a policy or procedure that originates through the document's defined routing.

5. Controlling Language

   The language used in writing and revising policy and procedure documents that controls the level of commitment, procedure, and/or outcome.

   a. Language such as should, might, may, normally indicates some flexibility in a commitment, process, or outcome.

   b. Language such as shall, will, must indicates strict adherence to the commitment, process, or outcome.

D. Document Routing

1. College Council determines the appropriate routing of all issues (governance, operational, or working conditions) that leads to the creation or revision of BPs and APs, as described in AP 2510.

2. Current routings are maintained on the College Council website.

3. Any employee or student may submit an agenda request form to the College Council (via the executive assistant to the superintendent/ president) to route or re-route a new or existing BP or AP. Board members submit their requests directly to the superintendent/president.

E. Creation, Review, and Revision of BPs and APs

1. The Board of Trustees and superintendent/president regularly review board policies to ensure currency and compliance with state and federal laws.

2. The superintendent/president is responsible, through the collegial participation described in AP 2510, for crafting administrative procedures that conform to board policies.

3. Any employee or student may initiate a review of an existing BP or AP or request development of a new BP or AP by submitting an agenda request to the governance, district advisory, or working conditions committee to which the BP or AP has been routed.

4. The College Council reviews all BP and AP revisions.

a. After College Council reviews a new or revised BP or AP, the Office of the Superintendent/President formats it for consistency.

b. The superintendent/president approves new and revised APs after the College Council review.

c. Whenever possible, new or revised BPs are accompanied by any related APs to ensure continued consistency between BPs and APs.

d. The superintendent/president submits all new or revised BPs to the board for a first reading prior to the second (adoption) reading.

5. The Office of the Superintendent/President notes the date of board approval for all BPs and the date of College Council review for all APs before posting the documents on the district's website.

F. Reconciliation of Revisions During Routing

1. When the College Council routes a policy, procedure, or issue to a governance committee, the governance committee considers the matter and takes appropriate action.

2. Governance committees forward their recommendations to the appropriate governance council or councils, as determined by the College Council.

3. When a recommendation is approved by all councils to which it was routed, the matter goes forward to the superintendent/president for action or for referral to the Board of Trustees, if appropriate, for approval as noted above.

4. Single Council Process

a. Nonacademic and professional matters as defined in BP 2510

1) When a recommendation is not approved by the only governance council to which it was routed, the council returns the recommendation to the governance committee with suggestions for modification and a timeline for completion. The committee considers the suggestions for amending the recommendation and then either sends a modified recommendation to the council or meets with council members to reach agreement on a modified recommendation.

2) If the committee declines to modify the recommendation or the process stalls, the council consults with the superintendent/president and sets a new deadline for a revised recommendation to be returned to the council for action. If the modified recommendation is not approved by the council, the recommendation fails.

b. Academic and Professional Matters as Defined in BP 2510

1) When the Academic Senate sends a recommendation and suggestions for modification back to the governance committee and the governance committee declines to modify the recommendation, or the modified recommendation is not accepted by the Academic Senate, the Academic Senate may modify the recommendation before approving it.

2) When the Academic Senate does not approve a modified recommendation, the recommendation fails.

5. Multiple Councils Process

a. When a governance committee recommendation is not approved by all governance councils to which it was routed, the opposing councils or council returns the recommendation to the governance committee and all other councils to which it was routed with suggestions for modification. The governance committee, and any council to which the recommendation was routed, may request a meeting with appropriate representatives to reach agreement on a modified recommendation.

b. This process must be completed in a defined period of time determined by mutual agreement among the disapproving councils.

c. If the process stalls, affected councils consult with the superintendent/president and set a new deadline for a revised recommendation to be brought forward to the councils.

d. If the modified recommendation is not approved by all councils to which it was routed, the recommendations of all the councils involved are forwarded to the superintendent/president.

e. The superintendent/president may request a meeting with all the involved council presidents, refer the issue back to the original governance committee, deny the proposals, or move one of the proposals forward to action or to the Board of Trustees for final approval. When the superintendent/president denies a proposal, they provide the relevant council(s) with a written rationale for that decision.

6. Operational Matters

a. Operational matters that are not routed to a governance council are assigned to the appropriate person, persons, or committee for action.

b. Operational recommendations rejected by the superintendent/ president are returned to the originating committee or person for modification or for consultation with the superintendent/president.

c. If no agreement is reached on a modified recommendation, the matter fails.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 2435 – Evaluation of the Superintendent/President** | **Attachment:**<br><br>**Board Policy 2435 – Evaluation of the Superintendent/President** |
| **Category:**<br><br>**Board Policies – Periodic Review** | **Type of Board Consideration:**<br><br>**Information Consent Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**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 2435 – Evaluation of the Superintendent/President has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 2435 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 2435 – Evaluation of the Superintendent/President.

Evaluation of the superintendent/president will be an ongoing process that uses both formal and informal methods. Such evaluation shall comply with any requirements set forth in the contract of employment with the superintendent/president, as well as this policy. The process and criteria for evaluation shall be based on board policy, the superintendent/president job description, performance goals and objectives developed in accordance with Board Policy 2430, Delegation of Authority, and shall be understood by and mutually acceptable to the Board of Trustees and to the superintendent/ president.



| | |
|---|---|
| Adoption History: | 6/15/10, 3/13/12 |
| Periodic Review: | xx/xx/xx |
| Reference Update: | 11/14, 1/15 |
| References: | ACCJC Accreditation Standard IV.C.3 |
| CCLC Update: | #26, 11/14 |
| Steering: | S/P / N/A |

A. Purpose

Employee evaluation has as its primary purpose the improvement of performance. For maximum benefit to both the individual and the district, employee evaluation will be conducted in a positive manner. Evaluation of the superintendent/president will be an ongoing process that uses both formal and informal methods. The process and criteria used will be understood by and mutually acceptable to the Board of Trustees and to the superintendent/president.

B. Objectives

1. Assess how well the superintendent/president is fulfilling leadership and management responsibilities.

2. Evaluate accomplishments related to job description and annual goals and objectives.

3. Determine specific improvement goals and objectives for the superintendent/president.

4. Give the superintendent/president support and guidance through constructive information on past performance.

5. Foster effective communication between the board and superintendent/president.

C. Rating System

1. Goal/Criteria Exceeded

2. Goal/Criteria Met

3. Goal Criteria Partially Met

4. Goal/Criteria Not Met

5. Unable to Evaluate



Effective Date: 6/15/10, 3/13/12, 1/8/16
Reference Update: 1/15
References: ACCJC Accreditation Standard IV.C.3
CCLC Update: #25, 11/14
Steering: S/P / N/A

D. Annual Performance Assessment by the Board of Trustees

The Board of Trustees will assess the superintendent/president annually based on an evaluation instrument. The purpose of this assessment is to assess how well the superintendent/president is fulfilling leadership and management responsibilities, evaluate accomplishments related to the job description and annual goals and objectives, determine specific improvement goals and objectives for the superintendent/president, give the superintendent/president support and guidance through constructive information on past performance, and foster effective communication between the board and superintendent/president.

The board's evaluation instrument consists of the superintendent/president's goals and how to measure success against them. Also included are general criteria such as:

1. Relationship with the board
2. Staff and personnel relationships
3. Community relationships
4. Administration
5. Educational leadership
6. Business and finance
7. Personal qualities

The Board of Trustees has broad flexibility and authority in the process that it uses to evaluate the superintendent/president and among those processes, it can use the following:

A. Superintendent/President Performance Evaluation Survey

Annually an evaluation survey of the superintendent/president may be completed by key constituent groups. The survey is based upon performance of duties outlined in the job description of the superintendent/president and upon the goals and objectives developed and reviewed annually by the Board of Trustees and the superintendent/president. The survey shall include but not be limited to:

1. Staff and personnel relationships
2. Community relationships
3. Administration
4. Educational leadership
5. Business and finance
6. Personal qualities

7. Goals and objectives

8. Overall assessment

B. Participation

The evaluators shall include but not be limited to:

1. Academic Senate Council

2. Classified Senate Council

3. Administrative Council

4. Associated Student Government President

5. Student Trustee

6. Employees who directly report to the superintendent/president

C. Activities and Timeline (Note: dates are "target" dates.)

1. Before the start of the process (April), the Board of Trustees and the superintendent/president will hold a closed session to review and evaluation process and modify the assessment/evaluation instrument, if necessary. This is to ensure the process and criteria will be understood by and be mutually acceptable to the Board of Trustees and the superintendent/president.

2. April: The survey is sent electronically to those designated to participate in the constituent evaluation of the superintendent/president.

3. May: The Office of Research, Planning, and Institutional Effectiveness prepares a summary of the constituent survey results and sends it to the Board of Trustees and the superintendent/president.

4. The superintendent/president prepares a self-evaluation and presents it to the Board of Trustees.

5. May: Members of the Board of Trustees individually complete their annual evaluation and send it to the president and vice president of the board. They compile the results and give them to individual board members. Alternatively, the board may ask the board president and/or vice president to complete a single, annual evaluation on behalf of the whole board. This would serve as a summary to be discussed by the whole board as described in item 6 below.

6. May: Individual board member evaluations are discussed by board members in closed session, along with the results of the constituent evaluation survey. The board president and/or vice president write an evaluation of the superintendent/ president based on this discussion and submit it to the board for approval.

7. June: The board president and/or vice president meet with the superintendent/president to present and review an evaluation and all other pertinent documents.

8. On a regular basis the Board of Trustees and the superintendent/president hold a closed session to assess the annual performance goals for possible modification based on changing conditions and to discuss the performance of the superintendent/president.

D. Record Keeping

All materials pertaining to an evaluation will be retained by the college and will be accessible to the Board of Trustees and the superintendent/president.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 5140 – Student Accessibility Services** | **Attachment:**<br><br>**Board Policy 5140 – Student Accessibility Services** |
| **Category:**<br><br>**Board Policies – Periodic Review** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**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 5140 – Student Accessibility Services has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5140 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 5140 – Student Accessibility Services.

# BOARD OF TRUSTEES POLICY 5140: ~~Disabled Students Programs and Services~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the district.

The Student Accessibility Services (SAS) ~~Disabled Student Programs and Services (DSPS)~~ program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction asrequired by federal and state laws.

~~DSPS~~ ~~S~~services provided by SAS shall be available to students with verified disabilities. The services to beprovided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, disability management counseling, and academic counseling.

No student with disabilities is required to participate in the ~~DSPS~~ SAS program.

The district shall respond in a timely manner to an accommodation request involving academic adjustments. The superintendent/president shall establish a procedure to implement this policy that, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The superintendent/president shall assure that the ~~DSPS~~ SAS program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedures 5140.



| | |
|---|---|
| Adoption History: | 5/5/09, 11/16/16 |
| References: | Education Code §§67310, 84850<br>Title 5, §§56000 et seq. |
| Steering: | VPSS / N/A |
| CCLC Update: | #29, 10/16 |

The district maintains a plan for the provision of programs and services to students with disabilities designed to ensure that they have equality of access to district classes, programs, and activities. The Student Accessibility Servcies (SAS) plan is reflected in various documents located on the MiraCosta College website. These documents include SAS service policies, and SAS faculty handbook. These documents are reviewed and updated at least annually by the SAS faculty director. Documents include but are not limited to:

- Procedure for timely response to accommodation requests involving academic adjustments that, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.
- Long-range goals and short-term measurable objectives for the program.
- Definitions of disabilities and students eligible for the program.
- Support services and instruction provided.
- Technology accessibility.
- Verification of disability.
- Student rights and responsibilities.
- Academic accommodation plan that is developed by a designated person in consultation with the student.
- Academic adjustments, auxiliary aids, and services.
- Provisions for course substitution and waivers.
- Staffing.
- Advisory committee.

The SAS Office operates with standards and specific policies and processes to ensure students with verified disabilities may request and receive reasonable accommodations and academic support services in a timely manner. Furthermore, SAS maintains detailed procedures for handling accommodation disputes, exceptions, and grievances. Procedures include Level I, course accommodation; Level II, course substitution; and Level III, course waiver. Service policies and accommodation procedures can be found in detail on the SAS website.



Effective Date: 5/5/09, 9/1/16, 5/6/21
References: Title 5, §§56000 et seq.
CCLC Update: #28, 4/16; #23, 10/13; #20, 3/12
Steering: VPSS

| Subject: | Attachment: |
|---|---|
| Board Policy 3518 – Child Abuse Reporting | Board Policy 3518 – Child Abuse Reporting |
| Category: | Type of Board Consideration: |
| Board Policies – Periodic Review | Information Consent Action ✓ |
| | Approved for Consideration: |
| | Sunita V. Cooke, Ph.D.<br>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 3518 – Child Abuse Reporting has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3518 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 3518 – Child Abuse Reporting.

The superintendent/president shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

See Administrative Procedure 3518.



| | |
|---|---|
| Adoption History: | 11/3/09 |
| Periodic Review: | 9/14/16 |
| References: | Penal Code §§261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, 11164-11174.3<br>Welfare and Institutions Code §§300, 318, 601<br>Family Code §§7802, 7807, 7808, 7820-7827, 7890, 7892 |
| CCLC Update: | #5, 8/03; #14, 2/08; #37, 10/20 |
| Steering: | VPASS / N/A |

The MiraCosta Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators, and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code §11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse” (Penal Code §11166[a]).

A child-protective agency is a police or sheriff’s department, a county probation department, or a county welfare department.

Any person, mandated or not, who makes a report of suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code §11172[a]). Reporting is an individual responsibility. An employee making a report cannot be required to disclose their identity to the employer (Penal Code §11166[h]). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six (6) months in jail and/or up to a $1,000 fine (Penal Code §11172[e]).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child-protective agency and follow up with a written report within thirty-six hours. MiraCosta employees may make a report of suspected child abuse to the following agencies:

A. MiraCosta College Police Department at 760-795-6640.

B. County Social Services Department's Child Protective Services Child Abuse Hotline at 858-560-2191 or 800-344-6000.



| | |
|---|---|
| Effective Date: | 11/3/09, 8/6/20, 4/15/21 |
| References: | Penal Code §§261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 601, 647a, 11164-11174.3<br>Welfare and Institutions Code §§300, 318, 601<br>Family Code §§7802, 7807, 7808, 7820-7829, 7890, 7892 |
| CCLC Update: | #5, 8/03; #8, 2/05; #10, 2/06; #11, 8/06; #14, 2/08, #32, 4/18 |
| Steering: | VPAS / N/A |

The written report may be mailed or submitted by facsimile or electronic transmission. Child abuse reporting forms are available at college police or on the MiraCosta College Web site at www.miracosta.edu (click on Faculty and Staff; under On-line Forms and Requests, click on Suspected Child Abuse Reporting Form, or type in http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf).

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child-care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code §11172[a]).

When a MiraCosta College employee releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the Vice President, Student Services, or designee shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken (Education Code §87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in §11165 of the Penal Code, or pursuant to §305 of the Welfare and Institutions Code. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health-and-safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act or the California Student Records Act (Education Code §§76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child-protective agency who is investigating the known or suspected cause of child abuse (Penal Code §11167[b]).

The MiraCosta Community College District shall provide a mandated reporter with a statement informing the employee that they are a mandated reporter and inform the employee of their reporting obligations under Penal Code §11166 and of their confidentiality rights under subdivision (d) of Penal Code §11167. The district shall provide a copy of Penal Code §§11165.7, 11166, and 11167 to the employee. Prior to commencing their employment and as a prerequisite to that employment, employee shall sign and return the statement to MiraCosta College. The signed statements shall be retained by the district (Penal Code §11166.5).

The MiraCosta Community College District will distribute this procedure to all employees.

The MiraCosta Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators, and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code §11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse” (Penal Code §11166[a]).

A child-protective agency is a police or sheriff’s department, a county probation department, or a county welfare department.

Any person, mandated or not, who makes a report of suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code §11172[a]). Reporting is an individual responsibility. An employee making a report cannot be required to disclose their identity to the employer (Penal Code §11166[h]). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six (6) months in jail and/or up to a $1,000 fine (Penal Code §11172[e]).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child-protective agency and follow up with a written report within thirty-six hours. MiraCosta employees may make a report of suspected child abuse to the following agencies:

A. MiraCosta College Police Department at 760-795-6640.

B. County Social Services Department's Child Protective Services Child Abuse Hotline at 858-560-2191 or 800-344-6000.



| | |
|---|---|
| Effective Date: | 11/3/09, 8/6/20, 4/15/21 |
| References: | Penal Code §§261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 601, 647a, 11164-11174.3<br>Welfare and Institutions Code §§300, 318, 601<br>Family Code §§7802, 7807, 7808, 7820-7829, 7890, 7892 |
| CCLC Update: | #5, 8/03; #8, 2/05; #10, 2/06; #11, 8/06; #14, 2/08, #32, 4/18 |
| Steering: | VPAS / N/A |

The written report may be mailed or submitted by facsimile or electronic transmission. Child abuse reporting forms are available at college police or on the MiraCosta College Web site at www.miracosta.edu (click on Faculty and Staff; under On-line Forms and Requests, click on Suspected Child Abuse Reporting Form, or type in http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf).

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child-care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code §11172[a]).

When a MiraCosta College employee releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the Vice President, Student Services, or designee shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken (Education Code §87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in §11165 of the Penal Code, or pursuant to §305 of the Welfare and Institutions Code. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health-and-safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act or the California Student Records Act (Education Code §§76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child-protective agency who is investigating the known or suspected cause of child abuse (Penal Code §11167[b]).

The MiraCosta Community College District shall provide a mandated reporter with a statement informing the employee that they are a mandated reporter and inform the employee of their reporting obligations under Penal Code §11166 and of their confidentiality rights under subdivision (d) of Penal Code §11167. The district shall provide a copy of Penal Code §§11165.7, 11166, and 11167 to the employee. Prior to commencing their employment and as a prerequisite to that employment, employee shall sign and return the statement to MiraCosta College. The signed statements shall be retained by the district (Penal Code §11166.5).

The MiraCosta Community College District will distribute this procedure to all employees.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 7210 – Academic Employees** | **Attachment:**<br><br>**Board Policy 7210 – Academic Employees** |
| **Category:**<br><br>**Board Policies – Periodic Review** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**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 7210 – Academic Employees has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 7210 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 7210 – Academic Employees.

Academic employees are all persons employed by the district in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the district in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, professionals in ~~DSPS~~ SASand EOPS, and all faculty directors.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. If there is good or sufficient cause, the Board of Trustees may reserve the right to determine whether a faculty member shall be granted tenure.

The district may employ temporary faculty from time to time as required by the interests of the district. Temporary faculty may be employed full time or part time. The board delegates authority to the superintendent/president to determine the extent of the district's needs for temporary faculty.

**Contract Faculty**

Every full-time faculty member (61-100 percent) shall be classified as a contract employee until such time as the faculty member is granted tenure. A minimum of one year and a maximum of four years of at least seventy-five percent (75%) of the school days in each academic year are required before tenure may be granted. A four-year tenure process will be the norm.

**Regular Faculty**

After the successful completion of the contract period, the employee shall be classified as a regular employee of the district.

**Temporary Employee**

A faculty member who is employed on an hourly basis, or on a contract basis to replace a faculty member on leave, is termed a temporary employee.



Adoption Date: 11/16/10
Periodic Review: 10/26/16
References: Education Code §§87400 et seq., 87419.1, 87600 et seq., 87482.8
Title 5, §51025

**Part-Time (Associate) Faculty**

Part-time faculty members are limited to a maximum of sixty-seven (67) percent of the hours per week considered a full-time assignment. Exceptions may be allowed. All associate faculty members are covered by a collective-bargaining agreement.

**Student Teachers/Interns**

The superintendent/president is authorized to approve training assignments at the college for student teachers, counselors, and librarian interns. Student teachers shall be considered faculty with respect to acts performed under the direction of district employees. Student teachers and interns under supervision of the regular teacher or other staff member may serve as assistants or teach a class without compensation.

When a temporary employee serves for at least seventy-five (75) percent of the days in a regular academic year and performs duties normally required of a faculty member, they shall be deemed to have served a complete school year as a contract employee if employed as a contract employee for the following year.

**Associate Faculty**

Procedures for associate faculty hiring will be developed jointly by the administration and the Academic Senate.

**Order-of-Employment Number for Full-Time Faculty**

Every contract or regular employee employed after June 30, 1947, shall be deemed to have been employed on the date upon which they rendered paid service in a probationary position and an order-of-employment number shall be assigned.

The order-of-employment number shall be assigned to a new employee by the Human Resources Department. Employees who first render paid service on the same date shall participate in a single drawing, as prescribed in the Education Code, to determine their order of employment.

The order, once determined, shall be permanent, entered on the permanent records of the district, and accessible on demand to any certificated employee of the district or their designated representative.

An employee who has resigned and has been re-employed by the Board of Trustees shall have the date on which they first accepted re-employment as their order of employment number.



| | |
|---|---|
| Effective Date: | 11/16/10 |
| Periodic Review: | 9/16/16 |
| References: | Education Code §§87400 et seq, 87600 et seq, 87482.8<br>Title 5, §51025 |
| CCLC Update: | #6, 2/04 |
| Steering: | VPHR |

| Subject: | Attachment: |
|---|---|
| Board Policy 3515 – Reporting of Crimes | Board Policy 3515 – Reporting of Crimes |
| Category: | Type of Board Consideration: |
| Board Policies – Second Reading | Information Consent Action ✓ |
| | Approved for Consideration: |
| | Sunita V. Cooke, Ph.D.<br>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 3515 – Reporting of Crimes has been approved by College Council, and the board reviewed the policy at its April 16 meeting and proposed clarifying friendly amendments. The policy, with proposed edits, was approved by College Council and is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 3515 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 3515 – Reporting of Crimes.

The superintendent/president shall assure that, as required by law, ~~reports are prepared of all occurrences reported to the MiraCosta College Campus Police of and arrests~~ the MiraCosta College Police will prepare reports for all occurrences reported to and arrests made for crimes ~~for crimes~~ committed on campus that involve violence, hate crimes, theft or destruction of property, illegal drugs, or alcohol intoxication. Such reports shall be made available as required by law.

See Administrative Procedure 3515.



Adoption Date: 10/6/09
CCLC Update: #20, 3/12
Periodic Review:
References: Education Code §67380

Steering: VPASS / N/A

Members of the MiraCosta Community College District who are witnesses to or victims of a crime on college property should immediately report the crime to the MiraCosta College Police Department (MCPD).

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify their supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the MCPD. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the district of its obligation to investigate all complaints of harassment.

The district will instruct members of the MCPD to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the district, in addition to filing a criminal complaint, and to report incidents of sexual violence to the MiraCosta College Title IX coordinator if the complainant consents.

In the event that a situation arises, either on or off campus, that in the judgment of the MCPD Chief of Police or designee constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued via email through the college emergency alert system to students, faculty and staff. The college's student newspaper will also be notified. The information shall be disseminated by the MCPD Chief of Police or designee in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the MCPD Chief of Police or designee may also use the college emergency alert system to text and call students, faculty, and staff, plus post a notice on the front page of the college website and/or on the MCPD website at miracosta.edu/police. Local news media may also be notified.

Anyone with information warranting a timely warning should report the circumstances to the MCPD by phone, (760) 795-6640, or in person at Building 1100.



| | |
|---|---|
| Effective Date: | 10/6/09, 9/16/16 |
| CCLC Update: | #4, 2/03; #19, 8/11; #20, 3/12; #22, 6/13; #26, 4/15; #27, 10/15; #28, 4/16; #29, 10/16 |
| Periodic Review: | |
| References: | Penal Code §245<br>Education Code §§212, 87014<br>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998<br>20 U.S.C. §1232g<br>34 C.F.R. §668.46<br>34 C.F.R. §99.31(a)(13), (14)<br>Campus Security Act of 1990 |
| Steering: | VPAS / N/A |

The district shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the district shall follow its emergency notification procedures.

The district shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities (e.g., coaches, counselors, health-services staff members, activities directors, and instructors) shall report crimes that occur on district property about which they receive information.

The district shall publish an annual security report (Clery Act) every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The annual security report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources, and other matters. The district shall make the report available to all current students and employees. The district will also provide prospective students and employees with a copy of the annual security report upon request. A copy of the annual security report can be obtained by contacting the MCPD or at the website address published in http://www.miracosta.edu/police. Postcards will be sent out to all students advising them where and how to obtain this report.

**To Report a Crime**

Contact the MiraCosta College Police Department at (760) 795-6640 (nonemergencies) and dial 6-9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the MCPD. In addition you may report a crime to the following areas:

- Dean of Student Life and Judicial Affairs
  (760) 795-6804

- Vice President of Student Services
  (760) 795-6898

- Dean of Counseling and Student Development
  (760) 795-6892

- Health Services Coordinator
  (760) 760- 6676

- Director of Labor Relations and Title IX Coordinator
  (760) 795-6672

If you are the victim of a crime and do not want to pursue action within the district's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of labor relations and Title IX coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the district can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with

regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The MCPD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the MCPD cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to the director of labor relations and Title IX coordinator at (760) 795-6872. The district may disclose the final results of a disciplinary proceeding to a victim of a crime of violence or a nonforcible sex offense (e.g. indecent exposure) regardless of the outcome.

If the disciplinary proceeding results in a finding that a student violated college policy regarding crimes of violence or nonforcible sex offenses, anyone is permitted access to the results of the disciplinary proceeding.

The offenses that apply to this permissible disclosure are:

- Arson
- Assault offenses
- Burglary
- Criminal homicide–manslaughter by negligence
- Criminal homicide–murder and non-negligent manslaughter
- Destruction, damage, or vandalism of property
- Kidnapping or abduction
- Robbery
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The district shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

**Required Reports to Local Law Enforcement Agency**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of their right to have their personally-identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution

determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution.

- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 6750 – Parking** | **Attachment:**<br><br>**Board Policy 6750 – Parking** |
| **Category:**<br><br>**Board Policies – Second Reading** | **Type of Board Consideration:**<br><br>**Information** **Consent** **Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 6750 – Parking have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 6750 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 6750 - Parking.

The superintendent/president shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See Board Policy 5030–Fees)

**Vehicles and Contents**

The district accepts no responsibility for damage to vehicles parked on district property or for their contents.

See Administrative Procedures 6750.



Adoption History: 5/18/10
Periodic Review: 5/18/16
References: Education Code §76360
Vehicle Code §21113 and 40220
CCLC Update: #33, 10/18–
Steering: VPASSS

These procedures are intended to promote safe and orderly movement of traffic within district property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Automobile fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

The operation of a motor vehicle or bicycle on MiraCosta College property is a privilege granted by California Vehicle Code §21113a and §22507.8 and California Education Code §15801. For the purpose of enforcing parking regulations, all student and staff vehicles parked on the Oceanside Campus, the San Elijo Campus, or the Community Learning Center must be registered with MiraCosta College Police.

All vehicles parked on any MiraCosta College site must display a valid parking permit. Student and faculty/staff parking permits can be obtained from College Police or the Student Accounts Office at the Oceanside Campus (Admissions and Records at the San Elijo Campus). Students may pay parking fees online via SURF or in person at the Student Accounts Office at the Oceanside Campus or the Admissions and Records Office at the San Elijo Campus. Oceanside Campus, San Elijo Campus, and Community Learning Center students must either have a decal or use the daily permit dispenser. Infraction tickets must be paid at the MiraCosta College Police Office.



| | |
|---|---|
| Effective Date: | 5/18/10, 2/19/16 |
| References: | Education Code §76360<br>Vehicle Code §21113 |
| CCLC Update: | -- |
| Steering: | VPAS |

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 6800 – Occupational Safety** | **Attachment:**<br><br>**Board Policy 6800 – Occupational Safety** |
| **Category:**<br><br>**Board Policies – Second Reading** | **Type of Board Consideration:**<br><br>**Information Consent Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 6800 – Occupational Safety have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 6800 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 6800 – Occupational Safety.

The superintendent/president shall establish administrative procedures to ensure the safety of employees, student workers, students, and volunteers on district sites, including the following:

A. Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the district shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.

B. Establishment of an Injury and Illness Prevention Program in compliance with applicable Cal/OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.

C. Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the district for hazardous properties, instruction for employees, student workers, students, and volunteers on the safe handling of such materials, proper disposal methods for hazardous materials, and effective management and administration of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS).

D. Prohibition of the use of tobacco in all public buildings.

See Administrative Procedure 3570 and 6800.



| | |
|---|---|
| Adoption History: | 2/16/10 |
| References: | 49 Code of Federal Regulations, Part 40, Part 655<br>Title 8, §3203<br>29 Code of Federal Regulations 1910.101 et seq.<br>Health and Safety Code §104420<br>California Code of Regulations Title 19, Public Safety Division, §2570.2<br>California Department of Industrial Relations, Division of Safety and Health Administration Cal/OSHA California Code of Regulations Title 8, General Industry Safety Orders<br>Labor Code §§142.3; 6300 et seq<br>Code of Civil Procedure §527.8<br>Penal Code §§273.6, 626.9, 626.10, 12021 |
| CCLC Update: | #11, 8/06 |
| Steering: | VPBAS |

## Definitions

Prevention activities are activities that increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early-warning signs so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict is any inappropriate or unreasonable disruption that interferes with the normal functioning of the workplace.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace includes off-campus locations, as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business, or locations where incidents occur as a result of the person's relationship to the college community.

## Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.



Effective Date: 2/16/10
Periodic Review:
References: 49 Code of Federal Regulations, Part 40
49 Code of Federal Regulations, Part 655
Title 8, §3203
29 Code of Federal Regulations, 1910.101 et seq.
Health and Safety Code §104420
California Code of Regulations Title 19, Public Safety Division, §2570.2
California Department of Industrial Relations, Division of Safety and Health Administration Cal/OSHA California Code of Regulations Title 8, General Industry Safety Orders
Labor Code §§6300 et seq.
Code of Civil Procedure §527.8
Penal Code §273.6
Board Policy/Administrative Procedure 7330-Communicable Disease
CCLC Update: #11, 8/06
Steering: VPAS

## Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the district shall furnish such equipment. Complaints related to health safety, sanitation, and working conditions shall be forwarded to district risk management officer for review and recommendation.

## Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact their supervisor or the district risk management officer. The supervisor shall immediately notify campus police about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior that deliberately hurts or harms another person at the district to their immediate supervisor and campus police. Such reports will be promptly and thoroughly investigated.

## Face or Eye Protection

Employees working in locations where there is a risk of receiving eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Locations include, but are not limited to, laboratories of chemistry, physics, and biology, art and drama activity areas, horticultural sciences, and the auto-technology center. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees. The district shall provide and ensure that employees use protection suitable for the exposure.

Where eye protection is required and the employee requires vision correction, such eye protection shall be provided as follows:

A. Safety spectacles with suitable corrected lenses.

B. Safety goggles designed to fit over spectacles.

C. Protective goggles with corrective lenses mounted behind the protective lenses.

Eye protection shall be in accordance with American National Standard, Practice for Occupational and Educational Eye and Face Protection, Z87.1-1989, which is hereby incorporated by reference, except that integral lens and frame design will be allowed if the lens frame combination provides unit strength, as well as impact, penetration, heat, and flammability resistance, optical qualities and eye-zone coverage equal to or greater than is required by ANSI Z87.1-1989. Side-shield protection shall be used whenever the hazard of flying objects is angular as well as frontal. Reference: CCR Title 8 §3382.

Each faculty member has a direct responsibility to assure that all students, teachers, and visitors wear approved eye-protection devices in classrooms where activities or the use of hazardous substances are likely to cause injury to the eyes. Hazardous substances include working with hot molten metal; milling, sawing of solid materials; heat treating, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repairing, servicing, or operating vehicles or other equipment; working with hot liquids or solids or with chemicals that

are flammable, toxic, corrosive to living tissues, radioactive, or irritating. The district will install and maintain eyewash stations where appropriate.

**Safety Footwear**

Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards; hot, corrosive, poisonous substances; falling objects; crushing or penetrating actions that may cause injuries; or who are required to work in abnormally wet locations.

Protective footwear for employees purchased after January 26, 2007, shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection, which are hereby incorporated by reference. Reference: CCR title 8, §3385; Labor Code §142.3.

For district safety purposes, employee shall refer to permanent and probationary employees and temporary workers who are assigned to work activities that may expose them to foot injury and/or exposure to related hazards. This class shall wear steel-toed safety boots or other footwear at all times that meet or exceeds standards stated above.

Permanent and probationary employees who are required to wear safety shoes will be provided with or reimbursed up to the current maximum for the purchase of new safety shoes and foot liners each fiscal year. The maximum annual allowance amount is $170 (total allowance including tax).

Permanent and probationary employees who are eligible may obtain new safety shoes and foot liners using either of the methods described below:

A. The employee shall present a receipt to their supervisor for reimbursement of the actual expenses incurred up to the current fiscal year annual maximum allowed. Said receipt shall indicate the date and full price of the safety shoe purchased. The supervisor will verify that the safety shoes meet or exceed ASTMF 2413.05 and will promptly prepare and submit a purchase request to their budget manager for approval.

B. The employee shall obtain a signed voucher from their supervisor that they may use to purchase new safety shoes and foot liners from an approved vendor. A list of vendors approved by the district's Purchasing Department shall be available in the Facilities Department and the list will be updated annually.

Costs incurred in excess of the fiscal year maximum annual allowance shall be borne by the employee or, with budget manager approval, from the department's supply allowance.

# SAFETY PROGRAM

## Accident Reviews and Recommendations

The district risk management officer shall review reports of accidents that have occurred on district property or have involved staff, students, volunteers, or members of the public at a district function. Emphasis of the review is to be on the development of recommendations for prevention of future occurrences of accidents. Recommendations requiring changes in traffic and parking regulations or facilities will be referred to campus committee. All other recommendations will be transmitted for disposition to the district risk management officer.

## Health Hazard Reviews and Recommendations

The district risk management officer shall consider reports of existing or potential health hazards in the college environment. The hazards may be to staff, students, volunteers, or members of the public. Recommendations of the district risk management officer will be directed to the Campus Committee, and if the hazard includes students, to Health Services. (See Board Policy/Administrative Procedure 7330–Communicable Diseases.)

## Security Hazard Reviews and Recommendations

The campus police shall consider reports of security hazards to the security and personal safety of staff, students, volunteers, or members of the public. Recommendations are to be made to the Campus Committee and the vice president, administrative services, as the division vice president responsible for security matters. The campus committee will consider security topics relating to property protection.

## Handicapped Access Reviews and Recommendations

Although the Campus Committee is not the initial evaluator of handicapped access conditions, the ADA Coordinator and the Coordinator of Disabled Student Services may occasionally bring to the committee's attention access issues if there are evident health-and-safety implications. Since most access issues entail physical plant, recommendations of the Campus Committee will be made to the Vice President, Business and Administrative Services, as the responsible division vice president.

## Safety Awareness and Education

A major objective of the Campus Committee is to heighten awareness among staff and students of safety practices. The principal means of doing this is through review and approval of workshops and other staff development activities and through circulation of minutes of the committee's meetings.

## Cal/OSHA Requirements

MiraCosta College as an employer is required to comply with Occupational Safety and Health Administration regulations and to maintain health-and-safety records for Cal/OSHA (state) and OSHA (federal). Maintenance of these records and liaison with Cal/OSHA is the responsibility of the Risk Management Department. Questions, issues, and regulations relating to Cal/OSHA will be brought to the Campus Committee as a means of informing employees of general issues relating to occupational health and safety. Occasionally the Campus Committee may recommend district policy on Cal/OSHA topics.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 7600 – College Police Department** | **Attachment:**<br><br>**Board Policy 7600 – College Police Department** |
| **Category:**<br><br>**Board Policies – Second Reading** | **Type of Board Consideration:**<br><br>**Information Consent Action** ✓ |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 7600 – College Police Department have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 7600 is provided for information only.

## RECOMMENDATION

Adopt Board Policy 7600 – College Police Department.

The Board of Trustees has established the MiraCosta College Police under the supervision of a Chief of Police, who shall report directly to the Vice President of ~~Student~~ Administrative Services. The purpose of the department is to enforce the law on or near the campuses, centers, and other grounds or properties owned, operated, controlled, or administered by the district or by the state acting on behalf of the district.

District police officers shall be employed as members of the classified staff, but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Government Code §1031 and Penal Code §§830.32 (a), et seq.

The superintendent/president shall establish minimum qualifications of employment for the Chief of Police, including, but not limited to, prior employment as a peace officer or completion of a peace-officer-training course approved by the Commission on Peace Officers' Standards and Training (POST).

The superintendent/president shall ensure that every member of the College Police first employed by the district before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the College Police shall be issued a suitable identification card and badge bearing the words "MiraCosta College Police."

The superintendent/president, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the College Police. Sworn police officers and dispatchers of the College Police shall comply with all POST requirements.

See Administrative Procedures 7600.



| | |
|---|---|
| Adoption History: | 11/3/09 |
| Periodic Review: | 7/7/15, 3/16/16 |
| References: | Education Code §§72330 et seq.<br>Government Code §§3300 et seq. |
| CCLC Update: | #16, 4/09, #28, 4/16, #36, 4/20 |
| Steering: | VPAS |

Human Resources is delegated the responsibility to establish minimum qualifications of employment for the College Chief of College Police, including but not limited to, the conditions contained in Board Policy 7600.

Every member of the College Police first employed by the district before July 1, 1999, must, in order to retain their employment, meet the requirements of Education Code section 72330.2, including but not limited to:

A. Submission of one copy of their fingerprints, which shall be forwarded to the Federal Bureau of Investigation.

B. A determination that the employee is not a person prohibited from employment by a California community college district.

C. If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Every sworn officer of the College Police shall be supplied with, and authorized to wear, a badge bearing words “MiraCosta College Police.” Every member of the college police shall be issued a suitable identification card.

Salaries for College Police shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Classified Senate and Classified Administrators.

The district, in cooperation with the Chief of College Police, shall issue such other regulations as may be necessary for the administration of the College Police, including:

A. Schedules and shifts.

B. Hiring procedures in compliance of Peace Officers’ Standards and Training (POST) standards.

C. Call-back procedures.

D. Weapons practices and weapons retention.

E. Use of vehicles.



| | |
|---|---|
| Effective Date: | 11/3/09, 2/19/16 |
| Periodic Review: | 7/7/15 |
| References: | Education Code §72330<br>Government Code §§3300 et seq.<br>Penal Code §830.32 (a) |
| CCLC Update: | #28, 4/16 |
| Steering: | VPHR / N/A |

F. Pursuit practices.

G. Discipline procedures.

H. Department of Justice, California Law Enforcement Telecommunications System (CLETS) Training. Complete CLETS use and training information can be found in the MiraCosta College Police Procedures Manual.

**MOU/Clery**

The College Police shall maintain Memoranda of Understanding with appropriate local law enforcement agencies in accordance with the requirements of Education Code section 67381 and the federal Clery Act. The agreement shall address, but not be limited to, the following:

A. Operational responsibilities for investigations of the following violent crimes:

1. Willful homicide.

2. Forcible rape.

3. Robbery.

4. Aggravated assault.

5. Sexual assault.

6. Domestic violence.

7. Stalking.

8. Other sexual assaults at any college site.

B. Geographical boundaries of the operational responsibilities.

C. Mutual-aid procedures.

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 5210 – Communicable Disease (for students)** | **Attachment:**<br><br>**Board Policy 5210 – Communicable Disease (for students)** |
| **Category:**<br><br>**Board Policies – First Reading** | **Type of Board Consideration:**<br><br>✓ **Information** **Consent** **Action** |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 5210 – Communicable Disease have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 5210 is provided for information only.

## RECOMMENDATION

For information only.

The MiraCosta Community College District is committed to providing a safe and healthy campus. The district shall establish administrative procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases ~~in students~~.

In furtherance of this commitment, the district shall also establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all students who are on district premises have received the full COVID-19 vaccine.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California.

According to the Centers for Disease Control (CDC), vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states that COVID-19 vaccination will be an important tool to help stop the pandemic because, although wearing masks and social distancing help reduce the chance of infection and spread of the coronavirus, these measures are not enough to stop the pandemic. (See more from the CDC on the benefits of vaccination at the CDC website).

Based on the ease of transmission of the virus that causes COVID-19, and the safety and effectiveness of vaccination, the district's administrative procedure will operate to protect employees, students, and the community, and ensure a safe and healthy campus.

See Administrative Procedure 5210.



| | |
|---|---|
| Adoption History: | 5/5/09 |
| Periodic Review: | 6/22/16 |
| References: | Education Code §76403 |
| CCLC Update: | -- |
| Steering: | VPSS/VPAS / N/A |

MiraCosta College will cooperate with local health officers by taking any measures necessary for the prevention and control of diseases in students.

MiraCosta College will comply with any immunization program required by the State Department of Health Services regulations.

Student Health Services professional staff shall maintain a liaison with the appropriate local public health authority when communicable disease issues involve the campus.

Student Health Services professionals will report communicable disease measures to appropriate district departments.



| | |
|---|---|
| Effective Date: | 5/5/09 |
| Periodic Review: | 4/8/16 |
| References: | Education Code §76403<br>County of San Diego Health and Human Services Agency<br>California Department of Health Services<br>Centers for Disease Control |
| CCLC Update: | -- |
| Steering: | VPSS/VPAS |

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 7240 – Confidential Employees** | **Attachment:**<br><br>**Board Policy 7240 – Confidential Employees** |
| **Category:**<br><br>**Board Policies – First Reading** | **Type of Board Consideration:**<br><br>**Information** ✓ **Consent** **Action** |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 7240 – Confidential Employees have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 7240 is provided for information only.

## RECOMMENDATION

For information only.

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the superintendent/president, as outlined in the Confidential Employees Working Conditions Manual. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.

See Administrative Procedure 7240



| | |
|---|---|
| Adoption Date: | xx/xx/xx |
| Periodic Review: | -- |
| References: | Gov. Code §3540.1(c) |
| CCLC Update: | #35, 9/19 |
| Steering: | VPHR / N/A |

The terms and conditions of employment for confidential classified employees shall be the same as that provided for other classified employees, with the exception of the terms and conditions outlined in the Confidential Employee Working Conditions Manual. This pertains to, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

The terms and conditions of employment for confidential classified administrators shall be the same as that provided for other classified administrators, with the exception of the terms and conditions outlined in the Confidential Employees Working Conditions Manual. This pertains to, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

Confidential employees shall be paid in accordance with the placement of their position within the confidential salary schedule. The confidential salary schedule shall be a result of the meet and confer process with the superintendent/president and/or designee and confidential employees, as approved by the Board of Trustees.

The terms and conditions of employment for confidential employees shall be provided for as necessary by additional procedures developed by the Vice President of Human Resources in consultation with confidential employees.



| | |
|---|---|
| Effective Date: | 4/15/21 |
| Periodic Review: | -- |
| References: | Government Code Section 3540.1 subdivision (c) |
| CCLC Update: | #32, 4/18 |
| Steering: | VPHR / N/A |

| | |
|---|---|
| **Subject:**<br><br>**Board Policy 7330 – Communicable Disease (for employees)** | **Attachment:**<br><br>**Board Policy 7330 – Communicable Disease (for employees)** |
| **Category:**<br><br>**Board Policies – First Reading** | **Type of Board Consideration:**<br>✓<br>**Information Consent Action** |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

## BACKGROUND

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

## STATUS

Revisions to Board Policy 7330 – Communicable Disease have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 7330 is provided for information only.

## RECOMMENDATION

For information only.

The Mira Costa Community College District is committed to providing a safe and healthy campus. The district shall establish administrative procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases.

## COVID-19

In furtherance of this commitment, the district shall also establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all employees who are on district premises have received the full COVID-19 vaccine.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California.

According to the Centers for Disease Control (CDC), vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states that COVID-19 vaccination will be an important tool to help stop the pandemic because, although wearing masks and social distancing help reduce the chance of infection and spread of the coronavirus, these measures are not enough to stop the pandemic. (See more from the CDC on the benefits of vaccination at the CDC website).

Based on the ease of transmission of the virus that causes COVID-19, and the safety and effectiveness of vaccination, the district's administrative procedure will operate to protect employees, students, and the community, and ensure a safe and healthy campus.

## Tuberculosis Risk Assessment

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the district.

All newly hired academic or classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the district with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

See Administrative Procedure 7330 and 7336.

| | |
|---|---|
| Adoption History: | 7/7/09, 1/23/20 |
| Periodic Review: | 10/26/16 |
| References: | Education Code §§87408; 87408.6; 88021 |
| CCLC Update: | #27, 10/15 |
| Steering: | VPHR |

A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.

For successful applicants for academic positions:

A. A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, making the applicant unfit to instruct or associate with students.

B. The medical certificate shall be submitted by a physician as authorized by code.

C. The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.

D. The medical certificate becomes a part of the personnel record of the employee and is open to the employee or their designee.

Student Health Services professional staff shall maintain a liaison with the appropriate local public health authority when communicable disease issues involve the campus.

Student Health Services professionals will report communicable disease measures to appropriate District departments.

Also see Administrative Procedure 7336, Certification of Freedom from Tuberculosis.



Effective Date: 7/9/09; 12/5/19
Periodic Review: 9/16/16
References: Education Code §§87408; 87408.6; 88021
CCLC Update: #27, 10/15
Steering: VPHR

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

## BACKGROUND

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

## STATUS

The third-quarter report for the period ending March 31, 2021, is attached. The Quarterly Report of Investments includes both district funds within the County Pooled Investments, and proprietary and fiduciary funds held by the district. The following refer to the Quarterly Financial Status Report of the district, CCFS 311Q, 3Q assessment of the Unrestricted General Fund:

1. The Unrestricted General Fund balance (Reserves) fiscal year-end projection is 23.8 percent, about the same as the current budget of 23.9 percent, well above the 15 percent minimum as per Administrative Procedure 6305 and above the 15 percent direction from the Board of Trustees for this fiscal year.

2. The total year revenue projection continues to be in line with the current budget at $136.4 million. The year-to-date revenue receipts through March 31 were $85.4 million (63 percent of budget). While the district is 75 percent through the year, some revenue receipts will be forthcoming in the fourth quarter, including the property tax revenue in April and other year-end revenue accruals. Revenue of general apportionment of $689,000 will be recognized in FY2020/21; however, the state has deferred the allocation of the funds until FY2021/22.

3. The total year expense projection is $137.1 million. The year-to-date expenses (excluding other outgoing transfers) were $86.5 million (66 percent of budget). Year-to-date spending in supplies, travel, services, and equipment are lower on regular operating budgeted expenses due to the COVID-19 remote working and distance learning mandate. Additional expenses incurred due to the COVID-19 response are funded through the restricted general fund CARES Act and COVID-19 Block grants; and thus, not reported in the operating expenses. Other outgoing transfers of $7.1 million to Fund 41 – Technology and Facilities Capital projects will occur in the fourth quarter, along with transfers to other funds.

4. The total year Revenue less Expense projection is a deficit spending of $685,000, which is in line with the current budget. As mentioned above, there are indications that Operating expenses will be lower; the district will forward a conservative third quarter status at this time.

5. The cash balance in the combined general Fund 11 (unrestricted) and Fund 12 (restricted) for period ending March 31, 2021, was $38.2 million, about 2.5 months coverage of the average monthly cash outflows of $10.3 million of unrestricted general fund spending. In mid-April, the district will received the second major property tax revenue that will last through December 2021. Due to the $4.0 million of deferred revenues (delay from the state of two apportionment fund sources), the district will monitor cash flow carefully in fall 2021. The cash balance for Fund 43-General Obligation bond was $268.2 million from the remaining series A and series B bonds; series A, from the original $100 million bond sale over three years ago, will be spent down by June 30, 2021.

6. The OPEB trust balance for period ending March 31, 2021, was $32.1 million, an increase of $355,000 from the December 2020 balance. The fiscal year-to-date rate of return of 14.7 percent has outperformed the portfolio annual target rate of 5.5 percent. Total funded accrued liability was 120 percent. The next actuarial study with June 2021 employee's census data will provide a new basis to calculate the funded liability rate for the June's year-end trust balance.

## RECOMMENDATION

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: May 20, 2021

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, March 31, 2021

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

| Actual-to-Budget, CCFS *Quarterly Financial Status Report* | Amount |
|---|---|
| Revenues | |
| • FY21 Adopted Budget | $136,494,254 |
| • FY21 Projected Budget | $136,441,527 |
| • FY21 Actual as of March 31, 2021 | $85,386,939 |
| • FY21 Actual YTD to Projected Budget | 62.6% |
| Expenses | |
| • FY21 Adopted Budget | $136,751,287 |
| • FY21 Projected Budget | $137,127,300 |
| • FY21 Actual as of March 31, 2021 | $86,582,554 |
| • FY21 Actual YTD to Projected Budget | 63.1% |

| Cash Deposits and Investments, *Quarterly Report of Investments* | Balance |
|---|---|
| • Total Cash in the County pooled investment fund (combined funds) | **$317,566,810** |
| Detail by Fund below: | |
| ○ General Fund 11 & 12 | $38,196,699 |
| ○ Capital Outlay Fund 41 | $10,625,460 |
| ○ General Obligation Bond Fund 43 | $268,228,197 |
| ○ All Other Funds | $516,453 |
| ○ Rate of Return Fiscal YTD | 0.830% |
| • Cash in bank deposits | $2,583,581 |
| ○ Rate of Return | NA |
| • Cash in Money Market instruments (Bookstore Fund) | $148,872 |
| ○ Rate of return | 0.05% |
| OPEB Trust Balance | |
| • Balanced Fund Portfolio as of March 31, 2021 | $32,045,376 |
| ○ Rate of Return 03/31/2021 Fiscal YTD (Annual Target 5.5%) | 14.70% |
| ○ Funded Accrued Liability | 120.0% |

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

# Quarterly Financial Status Report, CCFS-311Q

## VIEW QUARTERLY DATA

Fiscal Year: 2020-2021

District: (050) MIRACOSTA

Quarter Ended: (Q3) Mar 31, 2021

| Line | Description | As of June 30 for the fiscal year specified | | | |
|---|---|---|---|---|---|
| | | Actual 2017-18 | Actual 2018-19 | Actual 2019-20 | Projected 2020-2021 |
| **I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:** | | | | | |
| A. | **Revenues:** | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 121,408,829 | 130,106,621 | 130,698,321 | 136,403,254 |
| A.2 | Other Financing Sources (Object 8900) | 0 | 0 | 45,068 | 38,273 |
| A.3 | **Total Unrestricted Revenue (A.1 + A.2)** | 121,408,829 | 130,106,621 | 130,743,389 | 136,441,527 |
| B. | **Expenditures:** | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 113,900,709 | 121,004,340 | 120,956,934 | 129,871,300 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 6,033,188 | 6,812,202 | 8,040,335 | 7,256,000 |
| B.3 | **Total Unrestricted Expenditures (B.1 + B.2)** | 119,933,897 | 127,816,542 | 128,997,269 | 137,127,300 |
| C. | **Revenues Over(Under) Expenditures (A.3 - B.3)** | 1,474,932 | 2,290,079 | 1,746,120 | -685,773 |
| D. | **Fund Balance, Beginning** | 26,973,992 | 28,448,924 | 30,739,003 | 33,366,792 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | -37,637 | 0 |
| D.2 | **Adjusted Fund Balance, Beginning (D + D.1)** | 26,973,992 | 28,448,924 | 30,701,366 | 33,366,792 |
| E. | **Fund Balance, Ending (C. + D.2)** | 28,448,924 | 30,739,003 | 32,447,486 | 32,681,019 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 23.7% | 24% | 25.2% | 23.8% |

**II. Annualized Attendance FTES:** This data is being captured in CCFS-320 and is no longer required here.

| | | | | | |
|---|---|---|---|---|---|
| G.1 | **Annualized FTES (excluding apprentice and non-resident)** | | | | |

| III. Total General Fund Cash Balance (Unrestricted and Restricted) | | As of the specified quarter ended for each fiscal year | | | |
|---|---|---|---|---|---|
| | | 2017-18 | 2018-19 | 2019-20 | 2020-2021 |
| H.1 | Cash, excluding borrowed funds | | 16,446,701 | 21,107,863 | 38,546,077 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 24,225,573 | 16,446,701 | 21,107,863 | 38,546,077 |

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

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|---|---|---|---|---|---|
| I. | **Revenues:** | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 136,474,254 | 136,403,254 | 85,348,666 | 62.6% |
| I.2 | Other Financing Sources (Object 8900) | 20,000 | 20,000 | 38,273 | 191.4% |
| I.3 | **Total Unrestricted Revenue (I.1 + I.2)** | 136,494,254 | 136,423,254 | 85,386,939 | 62.6% |
| J. | **Expenditures:** | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 129,495,287 | 129,871,300 | 86,492,204 | 66.6% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 7,256,000 | 7,256,000 | 90,350 | 1.2% |
| J.3 | **Total Unrestricted Expenditures (J.1 + J.2)** | 136,751,287 | 137,127,300 | 86,582,554 | 63.1% |
| K. | **Revenues Over(Under) Expenditures (I.3 - J.3)** | -257,033 | -704,046 | -1,195,615 | |
| L | Adjusted Fund Balance, Beginning | 33,366,792 | 33,366,792 | 33,366,792 | |
| L.1 | **Fund Balance, Ending (C. + L.2)** | 33,109,759 | 32,662,746 | 32,171,177 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 24.2% | 23.8% | | |

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

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

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

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

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

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

# Mira Costa Community College District

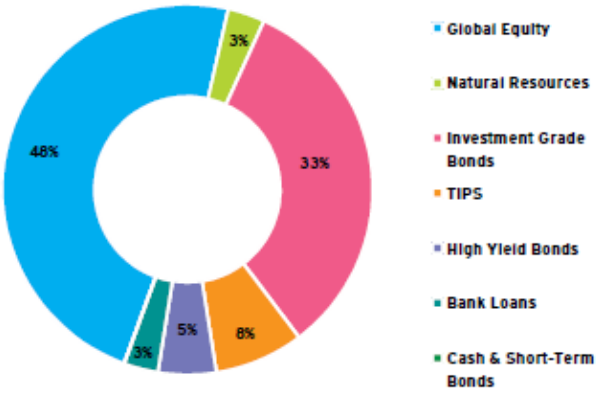
## Balanced (50% Fixed Income, 50% Equity)

**3/31/2021**

**Change in Portfolio - 3rd Quarter of Fiscal Year 2021**

| | |
|---|---|
| Portfolio Value on 12/31/2020 | 31,690,318 |
| Contributions | 0 |
| Withdrawals | 0 |
| Change in Market Value | 253,156 |
| Income Received | 111,958 |
| Portfolio Fees | (10,056) |
| Portfolio Value on 3/31/2021 | 32,045,376 |

**Asset Allocation**




### Trailing Period Performance

| | 3Q21 (%) | Fiscal YTD (%) | 1 YR (%) | 3 YR (%) | 5 YR (%) | 10 YR (%) | Inception Date | Since Inception (%) |
|---|---|---|---|---|---|---|---|---|
| Mira Costa Community College District | 1.1 | 14.7 | 29.7 | 8.7 | 8.8 | 6.8 | 7/1/2009 | 8.5 |
| *Policy Benchmark*[1] | *1.5* | *15.4* | *29.7* | *10.0* | *9.4* | *NA* | | *NA* |
| *CPI Medical Care (Inflation)* | *1.2* | *0.8* | *1.8* | *2.7* | *2.7* | *2.8* | | *2.9* |

### Fiscal Year Performance

| | Fiscal Year 2020 (%) | Fiscal Year 2019 (%) | Fiscal Year 2018 (%) | Fiscal Year 2017 (%) | Fiscal Year 2016 (%) | Fiscal Year 2015 (%) | Fiscal Year 2014 (%) | Fiscal Year 2013 (%) | Fiscal Year 2012 (%) | Fiscal Year 2011 (%) |
|---|---|---|---|---|---|---|---|---|---|---|
| Mira Costa Community College District | 4.4 | 5.9 | 7.0 | 9.2 | -0.9 | 2.6 | 11.9 | 8.0 | 4.9 | 17.0 |
| *CPI Medical Care (Inflation)* | *5.1* | *2.0* | *2.5* | *2.7* | *3.5* | *2.5* | *2.6* | *2.1* | *4.0* | *2.9* |

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

MEKETA

Prepared by Meketa Investment Group

# MIRACOSTA COMMUNITY COLLEGE DISTRICT

**Agenda Item XIII.F**
**May 20, 2021**

| | |
|---|---|
| **Subject:**<br><br>**Office of the President Report** | **Attachment:**<br><br>**None** |
| **Category:**<br><br>**Information** | **Type of Board Consideration:**<br><br>**Information** ✔ **Consent** **Action** |
| | **Approved for Consideration:**<br><br>**Sunita V. Cooke, Ph.D.**<br>**Superintendent/President** |

**Office of Institutional Advancement (IA)**

During transition and settling into educating and working through an online modality, there has never been more of a need for streamlined, clear, and concise communications delivered in an effective format. The Public Information Office has risen to the challenge, has been nimble to meet the needs of our audience, and willing to collaborate to ensure the highest quality of communications.

**Marketing**
To uphold the brand of quality education, the *College Smarter, Life Happier* campaign has continued. Tactics within the campaign includes, but is not limited to: digital ads, social media, news articles, community ads, radio, and print.

*Career Education*
The Public Information Office was grateful to receive Strong Workforce grant funds, to continue the awareness of the many exceptional programs offered at MiraCosta College. Short, commercial-style, social media-specific videos about specific Career Education programs available at MiraCosta College were created. The videos were production were produced during the pandemic, with recording limitations. The video used a standard format to quickly comprise, produce, and develop on social media. This series of videos was recently recognized as a Gold Award Winner at the 2021 CCPRO (Community College Public Relations Organizations) Conference.

**Events**
While many events have transitioned to an online modality, PIO is proactive in making efforts to ensure the internal and external communities are informed of the tremendous work underway.

PIO continues to provide branded promotional items, on-campus event support, and community website advertising for outreach events, including commencement, career readiness drive-thru, global literacy fair, the annual STREAM festival, and monthly drive-thru farmer's markets.

PIO supported the efforts of theatre, music, and dance students by posting information to community websites inviting the public to reserve tickets to attend virtual and streaming performing arts events, including Theatre productions of *Working* and *14*, the spring jazz concert, and the spring dance concert–Oxygen for the Soul.

In April, PIO collaborated with Student Services in the implementation of a staffed help hut on the Oceanside Campus to provide signage, brochures, flyers, and promotional items in an effort to provide in-person information and referrals to those students who come to campus seeking assistance with enrollment, financial, technology, and other support services to ensure the successful onboarding and completion of their academic goals.

**Measure MM**
The global pandemic challenged public relations and communicators to think outside of the box. As MiraCosta College finished its first project funded by Measure MM, approved by voters in 2016, naturally, the college wanted to celebrate with the community. The Athletic Track and Field at MiraCosta's Oceanside Campus was the first of these projects to come to fruition, replacing an outdated track first built in the early 1980s with a modern walking/jogging track and world-class soccer/rugby and athletics field that meet size requirements for international competitions, while providing additional practice space. The Virtual Celebration was released on January 29, 2021, by way of press release and inclusion in the MiraCosta Spotlight on January 30, 2021, an electronic newsletter that goes to approximately 46,000 recipients.

- Virtual Event Video
- Virtual Ribbon Cutting Program and Informational Flip Book

**Media and Press**
From the months of November through March 2021, MiraCosta had over 1,439 media mentions and 45+ press releases (all found on the MiraCosta College news page)

- Press releases of note:
    - 12.14.20 Trustee Reelection
    - 1.29.21 Athletic Field Ribbon Cutting
    - 2.18.21 BrewTech Program
    - 4.7.21 NAACP Awards Mitchum and Banks
    - 4.26.21 Theatre *14*

**Video Productions Design and/or Produced by the Public Information Office**

- Spotlight newsletter with greeting from President Cooke (monthly newsletters)
- Promotion of Spring 2021 Late Start Courses + Eight-Week Courses
- Sizzle videos (:45 seconds) for Career Education
    - Spanish
    - English
- Commencement 2021 Sizzle
- Spring 2021 Celebration of Excellence

**Publications Produced by the Public Information**

- Summer 2021 + Fall 2021 Credit Schedule
- Summer + Fall Noncredit Schedule
- Designed and Produced 2021 *Transforming Lives* magazine
- Commencement 2021 print collateral + swag items
- ICBOC Annual Report (goes to Board of Trustee for approval in June)

## Development and Foundation Board

While the Comprehensive Campaign is still in the silent phase, it remains the Foundation and Development Office's top priority. In preparation of going public, the Foundation's website was redesigned and launched to uphold the style of the new campaign. The website highlights donors, students, and alumni. Printed material (brochure, stationary, letterhead, etc.) has been printed to coincide with the campaign.

The campaign leadership team (four Foundation Board members and Development staff) meets bi-weekly to review gifts received to date, measure progress, and assign tasks. During the quiet phase, we plan to raise 60 percent of the $10 million goal and we have currently booked 54percent of our goal for a total amount of $5,380,720.

Due to the impact of COVID-19, the Foundation and Development Office's ability to cultivate individual donors has been limited. However, with the improvements in public health, the Foundation and Development Office is coordinating three individual donor cultivation events for 2021. The public phase of the Campaign will begin in 2022.

Though the Foundation Board was not able to hold in-person meetings, they were able to successfully improvise with video technology. The Foundation Board has added two new board members, Barry Johnson and Kimberly Troutman.

The Foundation and Development Office is working in conjunction with Financial Aid to award approximately $274,000 in scholarship funding to students.

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

This spring semester, the RPIE Office has continued to develop and publish new data dashboards utilizing a standardized dashboard template for a clean, professional look, consistency, and ease of use. For example, the Office has developed new program review dashboards for instructional programs as well as student services programs. The team also rolled out new dashboards to support enrollment data needs for credit programs (development is still occurring for noncredit programs) and to support monitoring AB705 outcomes in English and math. To help inform scheduling for fall 2021 classes, the RPIE Office was asked to gather data comparing fall 2019 and fall 2020 enrollment and student outcomes trends--the Office presented these important data to instructional deans and program chairs. RPIE staff are continuing to support the Campus Labs reporting system for program review and student learning outcomes. In addition, the team continues to support a Strong Workforce project that focuses on faculty use of data to improve classroom instruction. To that end, the office welcomed a new grant-funded research analyst in March.