MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – FEBRUARY 18, 2021
Zoom Conference

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of January 21, 2021
B. Organizational Meeting of January 21, 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. Sabbatical Leave Report – Professor Angela Beltran-Aguilar
B. Sabbatical Leave Report – Articulation Officer Joanne Benschop
C. 2021/22 Preliminary Budget, Budget Priorities

VII. CONSENT ITEMS

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

VIII. ACTION ITEMS

A. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Faculty Assembly for the Contract to Commence July 1, 2021
B. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021
C. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2021
D. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021
E. Approve FY2021/22 Nonresident Tuition Fee
F. Approve Transfer from Program Reserve to Project No. 04105 – SAN B200 Renovation Project

IX. INFORMATION

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

X. 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

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XII. ADJOURNMENT

UPCOMING MEETING
4 p.m. – March 18, 2021
Regular Meeting and
Zoom Conference

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

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

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, January 21, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:31 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
Legal Counsel Stacey Sullivan

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:31 p.m., the board announced the need to enter closed session, along with Superintendent/President Sunny Cooke, Vice President Charlie Ng, and legal counsel, to discuss the following topics:

A. Conference with Legal Counsel

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- Public Employment Relations Board Complaint

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

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

At 3:48 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- Public Employment Relations Board Complaint

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

Direction Given. No action taken.

XI. ADJOURNMENT

The meeting adjourned at 3:48 p.m.

MINUTES APPROVAL:

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

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

MINUTES OF REGULAR MEETING **January 21, 2021**
(*DRAFT*)

I. CALL TO ORDER

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

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

III. APPROVE MEETING MINUTES

A. Regular Meeting of December 17, 2020, and Special Meeting /Closed Session of December 17, 2020

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the regular meeting and special meeting/closed session of December 17, 2020, were approved.

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

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Legislative Update

Kristen Huyck, director of public and governmental relations, marketing, and communications, provided a general overview of the political climate as it relates to community colleges, “tier 1” bills by the California State Legislature and the Governor’s priorities. Dr. Huyck reported that MiraCosta representatives will collaborate with SDICCCA in coordinating legislative meetings as part of next the CCLC Legislative Summit.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Classification of New Positions
C. Authorize Execution of Academic Administrator Employment Contract
D. Approve Adult High School Graduates
E. Ratify and Approve Contracts and Purchase Orders — November 21 through December 31, 2020

Consent Item E was pulled for discussion.

By motion of Trustee McNeil seconded by Trustee Pedoza, consent items A through D 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 E was approved.

Vote:	5/2/0
Aye:	Broad, Cassar, Fischer, McNeil, Simon
Abstentions:	Pedroza, Merchat
Absent:	None

VIII. ACTION

A. Authorize Utilization of Foundation for California Community Colleges (FCCC) and Trustees of the California State University Contracts

By motion of Trustee McNeil seconded by Trustee Pedroza, the board authorized the use of the identified FCCC/CSU/UC contracts to purchase equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services to support instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas.

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

B. Approve Not To Exceed Guaranteed Maximum Price for Construction Phase Services for Oceanside Health and Wellness Hub New Parking Lot 5A&B Project and Change Order to Oceanside Health and Wellness Hub New Parking Lot 5A&B Project Design-Build Services Contract to Memorialize Same

By motion of Trustee Merchat seconded by Trustee Simon, the board approved a not to exceed Guaranteed Maximum Price of $8,957,659.60 for Construction Phase Services for the Oceanside Health and Wellness Hub New Parking Lot 5A&B Project; and approved district staff's memorialization of the not to exceed Guaranteed Maximum Price of $8,957,659.60 for Construction Phase Services for the Oceanside Health and Wellness Hub New Parking Lot 5A&B Project via a change order to the design-build services contract with the DBE.

Vote:	5/1/1
Aye:	Broad, Cassar, Fischer, Merchat, Simon
Abstentions:	Pedroza
Nay	McNeil
Absent:	None

IX. SECOND READING – BOARD EDUCATION

A. Board Policy 2740 – District Mission

By motion of Trustee McNeil, seconded by Trustee Merchat the board adopted Board Policy 2740 – District Education.

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

X. INFORMATION

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

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

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

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

Vice President Charlie Ng noted the four proposals are based on the preparations for negotiations.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Pedroza attended the Student Conduct and Police Advisory Committee meeting and the MLK virtual breakfast event. Trustee Simon listened to a Luke Wood webinar titled *Insurrection at the Capitol* and attended the Flex Week Associate Faculty meeting. Trustee Merchat attended the Facilities Board Liaison meeting and reported on the outstanding efforts of staff. He also attended the virtual 37th Annual Economic Roundtable. Trustee Broad also attended the Economic Roundtable, the Facilities Board Liaison meeting, and the virtual MLK breakfast event. Trustee McNeil attended the virtual MLK breakfast event. President Cassar attended the virtual MLK All Peoples Celebration held in San Diego, the

Associate Faculty Flex Week meeting, and the January 11 SDICCCA meeting. He reported that he would be attending the CCLC Legislative Summit next week.

B. Students

Student Trustee Kristina Quandt reported the December Associated Student Government (ASG) meeting focused on goals, training sessions regarding equity and diversity, and ASG voting. The leadership team is ready to get back to work.

C. Classified Employees

Classified Senate President Carl Banks thanked the board for approving release time so that classified staff could attend the end-of-the-year celebration in December. He thanked Dr. Cooke, Dr. Huyck, and Dr. Lara for their support at the virtual event, and he congratulated Larry Hernandez who was recognized as the outstanding classified employee for the fall 2020 semester. Banks reported the Classified Senate leadership team held a mini-retreat this past week where they discussed strategic objectives, and he expressed his enthusiasm for tomorrow's All College Day event.

D. Faculty

Academic Senate President Luke Lara acknowledged the important partnerships that we have across the campus and the collective effort that is happening to redesign the student experience. One discussion he reported on is the topic of Ethnic Studies. The requirements for this will take effect at the beginning of the fall 2021 semester, and he reported that several of our faculty and administrators have attended the recent Ethnic Studies Council Summit.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer called attention to today's Consent Agenda and the retirement of Dean Dana Smith and added she will be greatly missed at the college. Trustee McNeil noted the great work around academic support, particularly the Bridge to Success in math being fully online, congratulated all the folks who won awards last semester, and congratulated Dean Dana Smith on her retirement.

2. Student Services

Vice President Wojcik reported that the Student Services team is working hard and serving a record number of students, including providing them with emergency grants and will begin to look at providing rental assistance for those in need.

3. Administrative Services

Vice President Flood reported that he met with new ICBOC members and expressed his enthusiasm with the participation. Work is starting on the design build and planning of the Library and the Arts and Media Buildings, along with the parking lot project.

4. Human Resources

Vice President Ng reported that his team is developing a Covid prevention program that will help to manage potential outbreaks on campus. They are also implementing evaluations and goals for classified in Workday, as well as a new training system for professional development.

F. Superintendent/President

Superintendent/President Cooke began by saying how nice it is to have faculty back after the long break, and she feels the energy and excitement to welcome students back on Monday. Today, the Diversity, Equity, and Cultural Competency (DEqCC) conference was held virtually, and she thanked all for their work on organizing this important annual meeting. At this time, enrollment is about nine percent down in student headcount and three percent down in FTES at the college; and across the nation, enrollment is down by double digits. She has asked the Research, Planning, and Institutional Effectiveness team to work with Student Services to determine who may be left behind so that support and re-engagement strategies can be implemented. Dr. Cooke reported the college has about $12 million in Cares Act funds we will be using to support our institution and our students.

Tomorrow is All College Day, and the program will feature our traditional format with updates from Cooke, vice presidents, and Senate leaders. All employees and students are invited to attend the virtual event with author Ibram X. Kendi at 11 a.m. Carl Banks, Luke Lara, Mana Tadayon, and Wendy Stewart will serve as panelists and will ask questions of Professor Kendi. Questions and answers from the audience will be moderated by Vice President Dieckmeyer and Vice President Wojcik. She thanked all who worked to make this event possible. She also reported the upcoming summer semester is expected to be mostly online. Additionally, the college will be moving further down the approved hiring faculty list, with about six more faculty hires this spring, and an increase to counseling hours.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. ADJOURNMENT

The meeting adjourned at 5:34 p.m.

MINUTES APPROVAL:

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

Subject: **Sabbatical Leave Report – Professor Angela Beltran-Aguilar**	**Attachment:** **None**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The Board of Trustees periodically receives sabbatical leave reports from faculty members.

STATUS

Mathematics Department Professor Angela Beltran will review her sabbatical leave (spring 2020), during which she earned two certificates of online and technology-enhanced teaching and learning.

RECOMMENDATION

For information only.

Subject: **Sabbatical Leave Report – Articulation Officer Joanne Benschop**	**Attachment:** **None**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The Board of Trustees periodically receives sabbatical leave reports from faculty members.

STATUS

Articulation Officer Joanne Benschop will review her sabbatical leave project that focused on developing a guided pathway to the CSUSM teaching K-8 teaching preparation programs.

RECOMMENDATION

For information only.

Subject: **2021/22 Preliminary Budget, Budget Priorities**	**Attachment:** **Preliminary Budget Presentation**
Category: **Information**	**Type of Board Consideration:** ✔ **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The discussion surrounding the budget workshop, including budget direction from the Board of Trustees, helps shape the tentative budget, which is presented to the board for approval each June.

STATUS

In the workshop, the superintendent/president and vice president of administrative services, will discuss the district's FY2020/21 year-to-date budget performance, the Governor's proposed budget for FY2022, the MiraCosta College landscape, Board of Trustees budget directions, and the next steps for the budgeting process.

RECOMMENDATION

For information only.

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

STATUS

1. Retirement of the following employees:

   R Kilrain, Library Technician I, Public Services, effective May 31, 2021.
   Jane Sparks, Director, Admissions and Records/Registrar, effective June 30, 2021.

2. Resignation of Esteban Garza, Locker Room Safety Assistant, effective February 3, 2021.

3. Employment of faculty member, Jillian Ventrone, Interim Counselor – full-time, one-semester, non-tenure track, salary class 5, step 4, $55,303.36 (2020/21 academic salary schedule), 1.108 time factor, prorated for days worked, for contract period January 4 – June 29, 2021. BA, Marketing Communication, Columbia College Chicago; MA, Education/Secondary Teacher Education, University of Phoenix; Master of Rehabilitation Counseling, University of Kentucky. Jillian Ventrone has worked for MiraCosta College as an associate counselor since March 2020 serving the Veterans and Counseling departments. Jillian has also served as an adjunct counselor at Southwestern College. In addition, Jillian was an Education Specialist with Marine Corps Community Services on Camp Pendleton for over eight years.

4. Employment of classified employee, Priscilla Fernandez, Research Analyst - Center of Excellence for Labor Market Research, position P-07594, salary range 30, step 1, $6,766.91 per month, grant funded, 40 hours per week, 12 months per year, effective February 1, 2021. Priscilla was selected through an open recruitment process.

5. As a result of the reorganization of the Human Resources Division, approved by the Board of Trustees on October 15, 2020, and authorized by Title 5, section 53021(c)(1), Carolyn Sneary, Benefits Coordinator/HR Specialist, position P-00078 and Shawna Sourivanh, Human Resources Technician, position P-00194 will each be reclassified to Human Resources Supervisor, Range 35, step 5, effective February 1, 2021.

6. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for Caroline Bischel, Human Resources Technician, P-00190, who will serve as a Training Specialist, salary range 22, step 5, full-time, effective January 26 - December 31, 2021.

7. Temporary increase in hours for Jesse Leon, Student Help Desk Technician, position P-00236, increase in hours from 18 to 40, effective February 18 - June 30, 2021.

8. Temporary additional assignment for Brayan Astorga, Student Services Coordinator, P-07517, will serve also as a Testing Services Assistant, salary range 11, step 1, $22.55 per hour, 15 hours per week, effective January 19 – June 30, 2021. Brayan will continue to work 18 hours per week in the Student Services Coordinator position during this time.

9. Nick Mortaloni, Dean – Student Affairs, position P-05841, requests advancement on the Academic Administrators salary schedule due to the completion of a doctorate degree (as per Chapter IV of the MCCCDAAA Working Conditions Manual), advancement from the Deans non-doctorate column to the Deans doctorate column, effective March 1, 2021.

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

Amanda Mathews	Horticulture
Christine Cooperman	Nursing

11. 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
Sean Dunivin Catherine Back Michelle Hargrove Sara Barcik Weissman Anna Hernandez	Apprentice III	Substitute	Supplemental Instruction	$16/hr	1/15/21	6/30/21
Melissa Nou	Testing Services Assistant	Substitute	Academic Proctoring Center	$22.55/hr	1/19/21	6/30/21
Ashley Sherrell	Administrative Support Assistant III	Substitute	Student Life and Leadership	$29.25/hr	1/20/21	6/30/21
Martinique Gregory	Human Resources Technician	Substitute	Human Resources	$30.11/hr	1/22/21	6/30/21
Clara Cojulun Rojas	Theatre Aide III	Short-term	Drama/Theatre	$16/hr	3/12/21	5/7/21
Zachary Elliott	Campus Aide I	Short-term	Drama/Theatre	$14/hr	2/19/21	5/14/21
Darrenn Williams	Workshop Presenter	Short-term	Student Equity	$500 stipend	2/25/21	2/25/21
Ashley Gerdo	Campus Aide III	Short-term	Student Equity	$18/hr	2/19/21	6/30/21
Monica Arroyo	Support Assistant	Short-term	Community Learning Center	$23.23/hr	3/12/21	6/30/21
Geraldine Conrad	Apprentice III	Substitute	STEM Center/MLC	$16/hr	1/27/21	6/30/21
Rene Perez, Jr. Ayanna Robert	Program Consultant II	Short-term	Career and Technical Education and Workforce Development	$52/hr	2/19/21	6/30/21
Xiao Kuang	Student Services Coordinator	Substitute	Institute for International Perspectives	$34.79/hr	1/31/21	6/30/21

RECOMMENDATION

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

Subject: **Approve Reorganization for Instructional Services, New Job Description and Salary Schedule-Technology Support Services Coordinator, and Approve Reorganization for Student Services**	**Attachment:** **Job Description:** **Technology Support Services Coordinator**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Instructional Services
The Lead Technology Services Analyst under Academic Information Services (AIS) retired this past year. The department re-evaluated the lead analyst position, along with the TSS Campus Aide III position (currently vacant) to determine the most effective use of the positions. It was determined to eliminate the two positions and create two new positions: Technology Support Services Coordinator and a non-lead Technology Services Analyst. The creation of the new positions will allow the department to equitably assign work and streamline services in meeting district needs with limited staff.

Student Services
The position of Student Services Coordinator, The Chariot was vacated last year due to a retirement. The position was reviewed and updated for recruitment, and a candidate was selected through open recruitment for the 18 hours per week, Student Services Coordinator. As part of the hiring process, a change is also being made to the structure of The Chariot in the organization. Currently, The Chariot is housed under Student Life and Leadership in the Student Services Division. The request is being made to move The Chariot under the Office of Student Services with a reporting line to the vice president of Student Services.

STATUS

Instructional Services
Upon identifying divisional needs, it has been determined that a reorganization is necessary to structure the AIS department to better utilize staff and streamline services.

There is no net change in headcount nor budget increase for the department with the recommended reorganization. At Step 1, the fiscal year 2020/21 financial impact is as follows:

- Abolish classification: Lead Technology Services Analyst position, Range 32, Step 3 ($95,464)
- Transfer Budget from TSS Campus Aide III position ($27,000) to fund new position.

- New classification: Technology Support Services Coordinator, range 19, step 3 ($65,605)
- Add new position: Technology Services Analyst, range 29, step 3 ($87, 532)

The proposed staff changes will not increase the AIS budget or headcount.

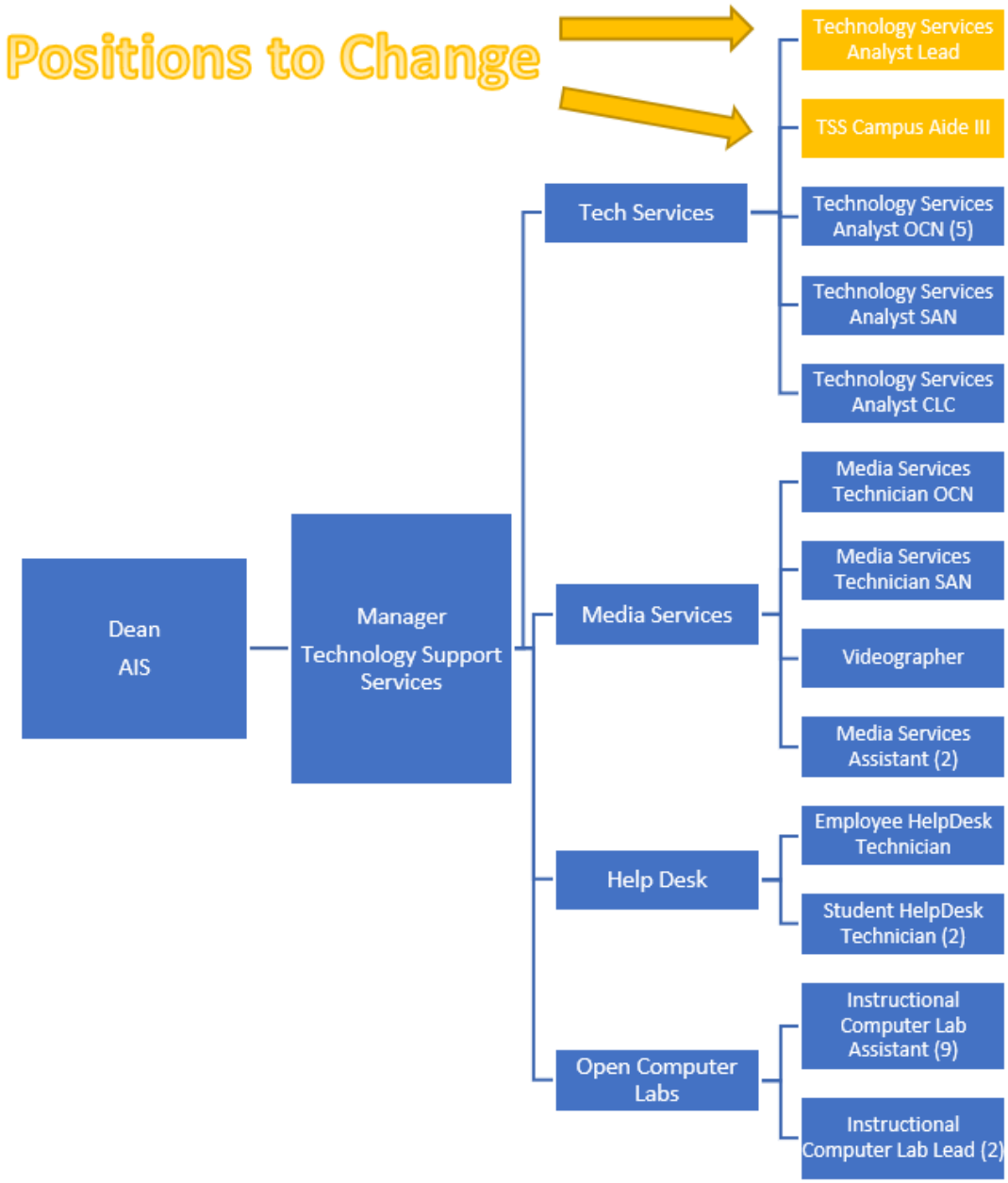
- Technology Support Services Coordinator Salary Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5
19	$59,094	$62,364	$65,605	$68,823	$72,120

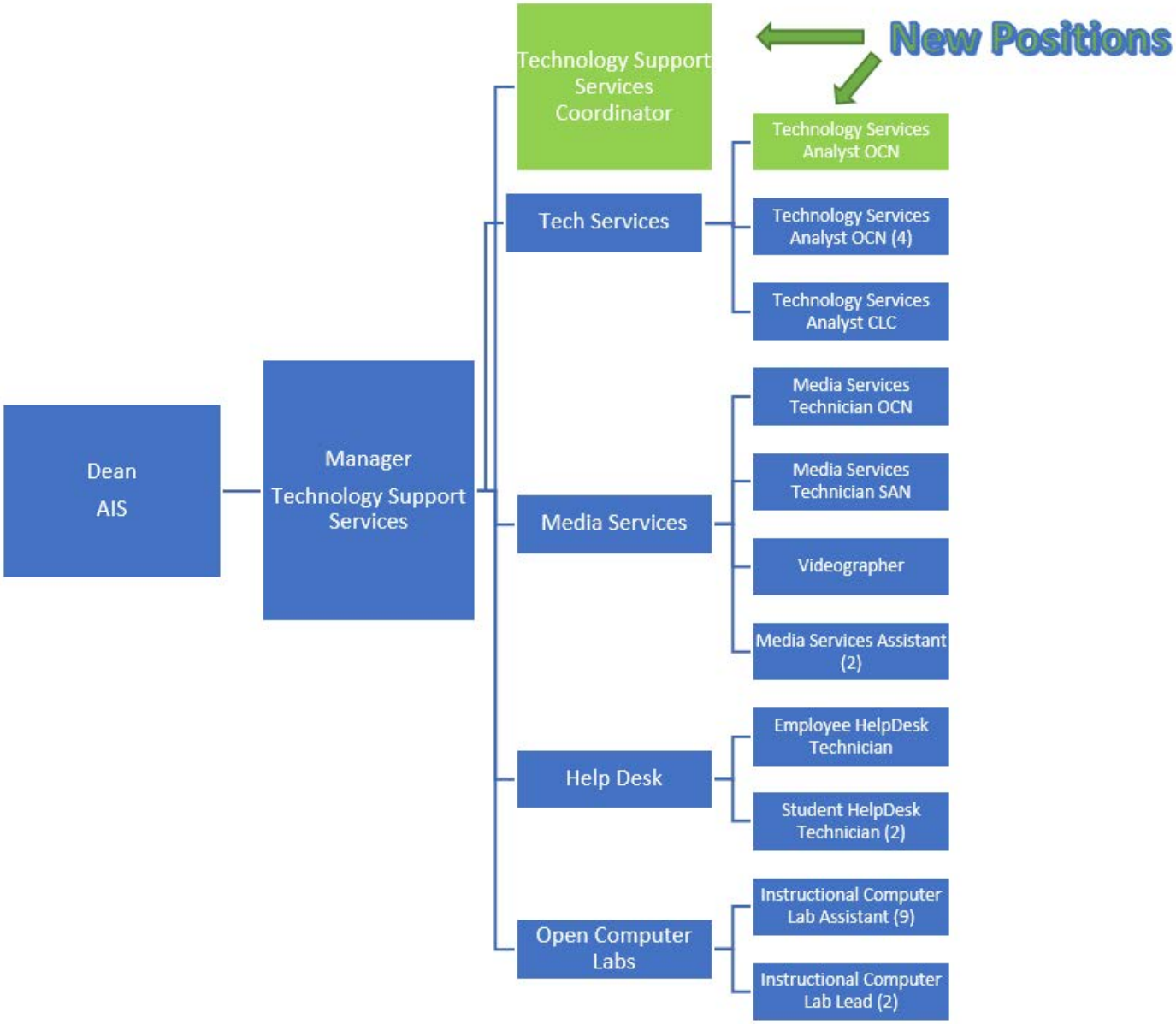
- Technology Services Analyst Salary Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5
29	$78,898	$83,240	$87,532	$91,873	$96,239

Current Organization Chart – Academic Information Services



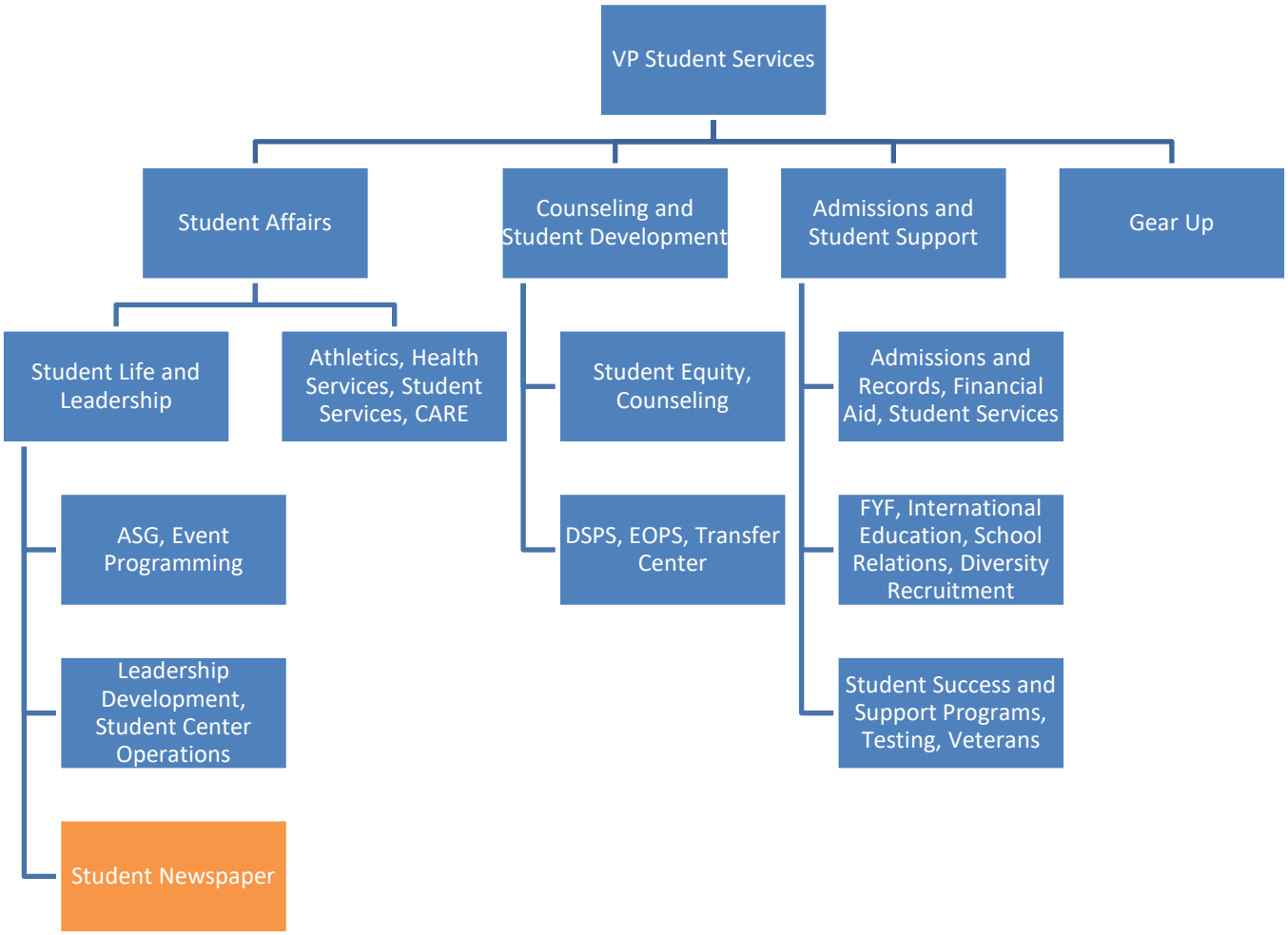
Proposed Organization Chart – Academic Information Services



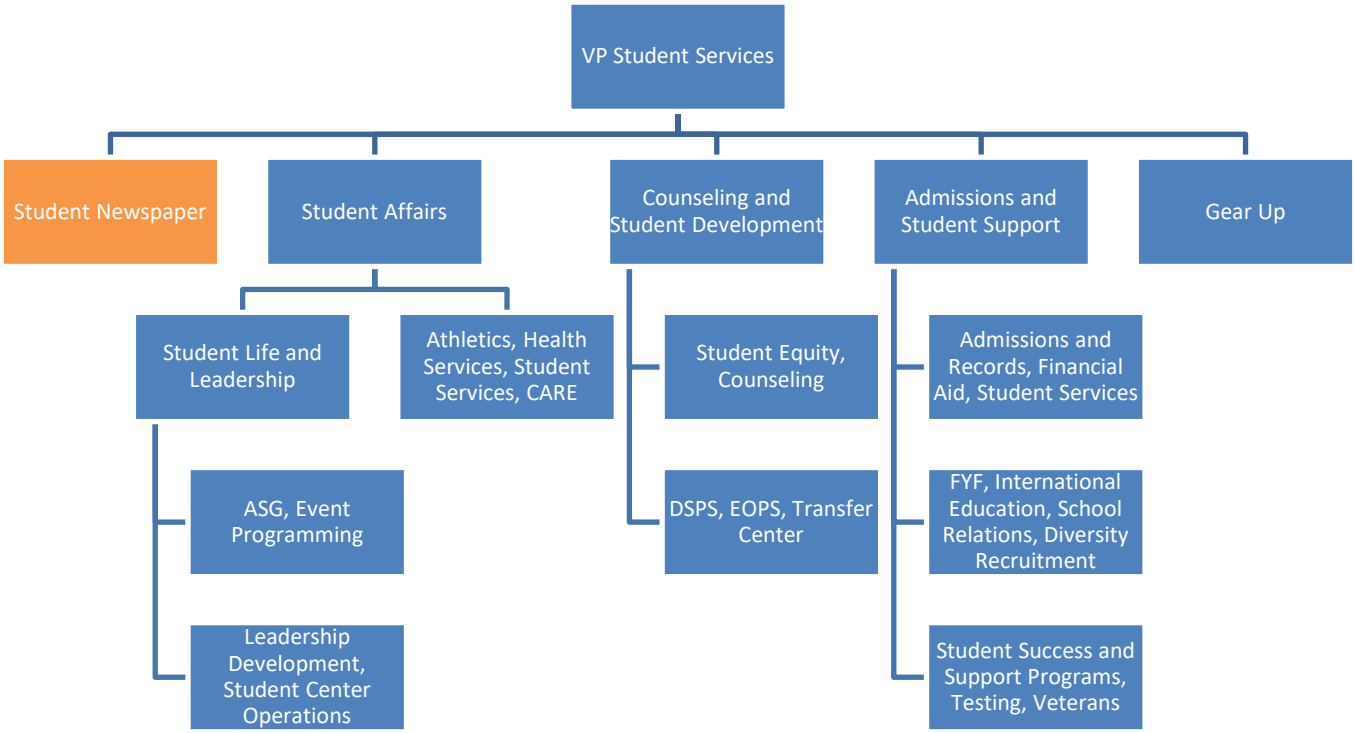
Student Services

The Student Services Coordinator for The Chariot will report to the vice president of Student Services. The proposed change will have no budget impact.

Current Organization Chart – Student Services



Proposed Organization Chart – Student Services



RECOMMENDATION

Approve reorganization for Instructional Services, new job description and salary schedule-Technology Support Services Coordinator, and approve reorganization for Student Services, as stated.

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

BACKGROUND

The Education Code requires the Board of Trustees to act on academic personnel matters on or before March 15. Tenure candidates (probationary faculty) have been evaluated according to the criteria for evaluation by a group of peers and a dean, who together with a tenure coordinator, comprise the candidate's Tenure Review Committee (TRC). The TRC is comprised primarily of members from the candidate's department or work group. The tenure review coordinator forwards the TRC's Tenure Plan and Tenure Review Committee Report to Human Resources and the appropriate vice-president, and final recommendations are from the superintendent/president to the board of trustees.

STATUS

The superintendent/president recommends the following first-year tenure candidates be granted a one-year contract for 2021 to 2022:

- Phillip Boland
- Abby Burd
- Giana Carey
- Ashley Davis
- Ruben Gomez
- Korey Goulette
- Stacey Mathis
- Ghada Osman
- Allison Perkins
- Julio Rodriguez
- Tina Walker
- Rick White

The superintendent/president recommends the following second-year tenure candidates be granted a two-year contract for 2021 to 2023:

- Veronica Bloss
- Richard Dicker
- Roberto Falero
- Hans Peck
- JahB Prescott
- Aaron Roberts
- Krystle Taylor
- Lynnie Trzoss

The following third-year tenure candidates continue to the second year of their two-year contracts. No board action is required:

- Laney Collins
- Kaitlin Fisher
- Lauren Greenwald
- Dominique Ingato
- Christina Johnson
- Emiko Kiyochi
- Don Love
- Serena Mercado
- Pedro Morgado
- Waldemar Perez
- Alison Phinney
- Nate Scharff
- Mariana Silva
- Rhonda Welch-Scalco

The superintendent/president recommends the following second-year tenure candidates be granted early tenure:

- Jeffrey Higginbotham
- Catherine Walker

The superintendent/president recommends the following fourth-year tenure candidates be granted tenure:

- Daniel Ante-Contreras
- Kristine Arquero
- Shawn Firouzian
- Tricia Hoste
- Polo Mariscal
- Lauren McFall
- Tyrone Nagai
- Annie Ngo
- Violeta Sanchez
- Janelle West
- Magdalena Zepeda

RECOMMENDATION

Approve academic personnel advancement, as stated above.

Subject: **Approve $300,000 Increase of the Sandbar Diving, Inc. Annual Purchase Order for the Scuba Diving Instructor Training Program**	**Attachment:** **Community Education Agreement: Scuba Instructor Training**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta College Community Education and Workforce Development (CEWD) received approval in 2017 from the Veterans Administration (VA) for GI Bill funding of a Scuba Diving Instructor Training Program. This program is certified by the Professional Association of Diving Instructors (PADI). The total cost for the course is $21,594.30 per person, which includes tuition, all scuba diving equipment, and instructor level course materials.

The program consists of both classroom instruction and dives, for a total of 1,033 hours of training. Sandbar Diving Inc. will receive $18,394.30 per student which will pay for this program partner to arrange for program logistics, and cover costs for all scuba gear, dive boat rentals, coursework, and scuba instructor level educational kits. CEWD receives $3,200 per student to manage the enrollment process, screen all students going into the program, monitor instruction, instructor salary, and provide classroom space as needed. Dives take place in La Jolla, Oceanside, Dana Point, and Catalina Island. Orientation and some instruction take place at the Technology Career Institute (TCI).

A new annual contract between Sandbar Diving Inc. and the District was approved in July 2020, and an annual blanket purchase order was set up for $150,000. This amount allowed eight students to complete the program during the 2021 fiscal year. That is a lower enrollment number than has been typical, but with the added uncertainty of the Coronavirus Pandemic, it was thought that fewer individuals would enroll in the program.

STATUS

The CEWD diving instructor training is the only GI Bill funded scuba instructor program on the West Coast, and there has been increased demand for trained instructors (an essential job) during the pandemic. Eight students have already joined the program with only half the year completed, but there are another 16 individuals waiting to register. In order to meet this

demand and allow the 16 students to begin the program over the next six months, CEWD requests an increase to the current blanket purchase order by $300,000 (from $150,000 to $450,000) to cover the increased cost for these students.

RECOMMENDATION

Approve request for an increase of $300,000 to the Sandbar Diving, Inc. blanket purchase order in order to meet current demand for the Community Education and Workforce Development Scuba Diving Instructor Training Program through June 30, 2021.

COMMUNITY EDUCATION SERVICE AGREEMENT
FOR THE FOLLOWING SERVICES:
Scuba Instructor Training

This Agreement is hereby entered into between the MiraCosta College District, hereinafter referred to as the "District," and Phillip Rexinger, hereinafter referred to as the "Contractor."

The District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of 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. The Contractor is specially trained and experienced and competent to perform the special services required by the District. Therefore, the parties agree as follows:

1. **Services to be Provided by Contractor**. The Contractor shall perform various services as defined by the scope of work included herein.

Date and time for Performance and Completion of Service:
This two year agreement will take effect on July 1st, 2020 and will be completed by June 30th, 2021, with option for annual renewal. Completion of these services shall include, but not be limited to, the services or deliverables as described herein in Exhibit 1.

Fees and reimbursements:
The Contractor shall receive compensation in an amount not to exceed $18,394.30 per student to include scuba equipment, all required dive boat rentals, and scuba kits, payable upon acceptance and approval by the District, and in accordance with the billing and payment terms as specified herein. Payment terms shall be Net 30 and **payable upon successful enrollment of student into program and invoicing from Contractor.**

1. **Standard of Performance**. The Contractor shall, in good and workmanlike manner and in accordance with the highest professional standards, at its own cost and expense, furnish all of the labor, technical, administrative, professional and all other personnel, all supplies and materials, equipment, printing, transportation, facilities and all other means whatsoever, except as herein otherwise expressly specified to be furnished by the District, necessary or proper to perform and complete the work and provide the services required of the Contractor by this Agreement.

2. **Independent Contractor**. The Contractor, in the performance of this Agreement, shall be and shall act as an independent contractor. The Contractor shall perform its obligations under this Agreement according to the Contractor's own means and methods of work which shall be in the exclusive charge and under the control of the Contractor, and which shall not be subject to control or supervision by the District except as to the results of the work. The Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District or to which District's employees are normally entitled, including, but not limited to, State

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Unemployment Compensation or Worker's Compensation. The Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Agreement. The Contractor is not authorized to make any representation, contract or commitment on behalf of the District.

3. **Taxes.** The Contractor acknowledges and agrees that it is the sole responsibility of the Contractor to make the requisite tax filings and payment to the appropriate federal, state or local tax authorities. No part of the Contractor's compensation shall be subject to withholding by the District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

4. **Materials**. The Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.

5. **Audit and Inspection of Records**. At any time during the normal business hours and as often as the District may deem necessary, the Contractor shall make available to the District for examination at the District's primary administrative offices, all data, records, investigation reports and **all** other materials respecting matters covered by this Agreement and the Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement.

6. **Termination.** The District may at any time, with or without reason, terminate the Agreement and compensate the Contractor only for services satisfactorily rendered to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by the Contractor. Notice shall be deemed given when received by the Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

7. **Indemnification:** The Contractor shall defend, indemnify, and hold the District and all of its employees harmless from any and all liabilities, claims, damages, obligations, actions, lawsuits, losses, judgments, fines, penalties, costs or expenses (including reasonable attorneys' fees) arising from or relating to the Contractor's work performed under this Agreement to the full extent permitted under California law for Contractor's negligence. This shall include the Contractor fully defending, indemnifying and holding harmless the District for any negligence of the Contractor arising directly or indirectly from Contractor's performance of this contract, including, but not limited to, the use of facilities or equipment provided by the District or others. Contractor specifically acknowledges and agrees that Contractor has an independent obligation to defend the District and its employees from any liabilities or potential claims which actually or potentially fall within this indemnification provision even if such claim is or may be groundless, fraudulent, or false.

8. **Insurance.** The Contractor and its officers, employees, agents, and subcontractors shall, at their own expense and effort, maintain and comply with the insurance requirements as specified in sections #a – f below to protect Contractor and District from any and all

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claims for personal injury, bodily injury and property damage arising from, pertaining to or relating to the scope of work under this agreement. Insurance requirements shall include:

(a) Commercial General Liability; minimum limits of $1,000,000 per occurrence and $2,000,000 general aggregate for personal injury, bodily injury and property damage including products and completed operations, under Insurance Services Office Occurrence Form CG 00 01.

(b) Non-Contributory: Any insurance or self-insurance maintained by the District shall be excess of the Contractor's insurance and shall not contribute with it.

(c) Waiver of Subrogation; Contractor agrees that in the event of loss due to any perils for which it has agreed to provide Commercial General and Automobile Liability insurance, Contractor shall look solely to its insurance carrier(s) for recovery and grants a waiver of any right to subrogation which any such insurer of Contractor may acquire against the District by virtue of payments of any loss under this insurance.

(d) Certificate of Insurance: Contractor shall furnish the District with original certificates of insurance and amendatory endorsements affecting coverage required by this Agreement and indicating a thirty (30) day cancellation notice or notice of reduction in coverage.

(e) Additional Insured: Insurance shall name the District and its Board of Trustees, officers, employees, agents and volunteers as Additional Insured under said policy.

9. **Workers' Compensation Insurance.** The Contractor and all of their officers, employees, agents, volunteers, and subcontractors agree to; (1) procure and maintain in full force and effect Workers' Compensation and Employer's Liability insurance covering its employees and agents while these persons are participating in the special event hereunder: (2) The insurer for the Contractor shall agree to waive all rights of subrogation against District, its Board of Trustees, officials, employees, agents and volunteers for losses under the terms of this insurance policy which arise from the operations of the Contractor. The insurance policy shall be endorsed as follows; "This policy shall not be cancelled or allowed to lapse or materially changed without prior thirty (30) day written notification to MiraCosta College District".

10. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

11. **Compliance with Applicable Laws.** The Contractor agrees to comply with all federal, state and local laws, rules, regulations, codes and ordinances that are now or may in the future become applicable to the Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement, or occurring out of the performance of such operations.

12. **Permits/Licenses.** The Contractor and all of the Contractor's employees or agents shall secure and maintain in force such permits, licenses and certifications as are required by law in connection with the furnishing of services pursuant to this Agreement.

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13. **Employment with Public Agency.** The Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

14. **Entire Agreement/Amendment.** This Agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement. With respect to this agreement, the terms and conditions as specified herein shall be the sole governing agreement, and no other document shall have precedence or validity.

15. **Nondiscrimination in Employment.** The Contractor agrees that it will not engage in unlawful discrimination in employment of persons because of age, race, color, national origin, ancestry, ethnicity, citizenship status, veteran status, religious creed, physical or mental disability, medical condition, marital status, gender or gender identity, sexual orientation, or a perception that a person has or is associated with a person who has, or is perceived to have, any of these characteristics.

16. **Non-Waiver.** The failure of the District or the Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

17. **Administrator of Agreement.** All notices or demands to be given under this Agreement by either party to the other, shall be in writing and given to the parties below. This Agreement shall be administered on behalf of, and any notice desired or required to be sent to a party hereunder shall be addressed to:

For District:	Peggy Stroika Interim Director of Purchasing & Material Management MiraCosta College 1 Barnard Drive Oceanside, CA 92056-3899
For Contractor:	Phillip Rexinger Vice President Sandbar Diving, Inc. 14923 Via Violetta Lake Elsinore, CA 92530

18. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

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19. **Conflicts of Interest.** The Contractor presently has no interest, including but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. The Contractor shall not employ any person having any such interest in the performance of this Agreement.

20. **Governing Law.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in San Diego County, California.

21. **Warranty of Authority.** Each of the parties signing this Agreement warrants to the other that he or she has the full authority of the entity on behalf of which his or her signature is made.

This Agreement is entered into this 1 day of July, 2020.

DISTRICT:

By: Peggy Stroika
Signature

Peggy Stroika
Typed or Printed Name

Interim Director of Purchasing & Matl Mgt
Title

CONTRACTOR:

By: Phillip Rexinger
Signature

Phillip Rexinger
Typed or Printed Name

Owner Scuba Center Temecula
Title

28860 Old Town Front St, A-9
Street Address/City/State/Zip

Phone: 951-634-9269

Email: phillip@scubatemecula.com

Federal Tax ID: 20-3556737

Attachments:

Exhibit 1: Scope of Work and Description of Services Provided
Schedule and Performance Timeline
Responsibilities of Contractor
Responsibilities of the District
Cost of Goods and/or Services
Program Cancellation Policy/Tuition Refund Policy

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District Endorsement of Insurance and Liability:

Tim Flood
Vice President, Admin. Services
MiraCosta College

Community Education & Workforce Development Endorsement of Scope of Work:

Linda Kurokawa
Executive Director,
Community Education
MiraCosta College

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Exhibit 1:

Scope of Work and Description of Services Provided:

The Contractor will provide student equipment/course materials as part of MiraCosta College Community Education & Workforce Development program.

Schedule and Performance Timeline

Students will be enrolled in the program once they have gone through a Community Education & Workforce Development Screening Interview, a medical clearance from a Board Certified Doctor, and paid the appropriate fees. Each participant will have a full year to complete all hours of instruction and at least 100 mandatory dives. Monthly Orientation meetings will be held at TCI open to interested candidates to assure information is provided in an accurate and complete fashion. The following courses will be included as part of the Full Scuba Diving Instructor Training Program offered by a MiraCosta College approved Instructor, not to be affiliated with Sandbar Diving Inc or Scuba Center Temecula.

Scuba Instructor Course Outline

Course Codes	Course	Course Hours
SCT1000	Open Water	32
SCT2000	Advanced Open Water	22
SCT2100	Emergency First Response	22
SCT2200	Rescue	25
SCT3000	Master Scuba Diver – 30XX series	24
SCT3010	Deep Diver	24
SCT3020	Dry Suit Diver	24
SCT3030	Night Diver	24
SCT3040	Nitrox / Enriched Air Diver	24
SCT3050	Peak Performance Buoyancy Diver	24
SCT3060	Search & Recovery Diver	24
SCT3070	Underwater Navigator	24
SCT3080	Wreck Diver	24
SCT4000	Divemaster Prep	110
SCT4100	Divemaster	154
SCT5000	Instructor Course Prep	110
SCT5100	Assistant Instructor	66
SCT5200	Open Water Scuba Instructor & MSDT Prep	88
SCT5300	Emergency First Responder Instructor	22
SCT5400	Handicapped Scuba Association (HSA) Instructor	32
SCT6300	MSDT Prep – 63XX Series	24
SCT6310	Deep Diver Specialty Instructor	8
SCT6320	Dry Suit Diver Specialty Instructor	8
SCT6330	Night Diver Specialty Instructor	8
SCT6340	Nitrox / Enriched Air Diver Specialty Instructor	8
SCT6350	Peak Performance Buoyancy Diver Specialty Instructor	8

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SCT6360	**Search & Recovery Diver Specialty Instructor**	**8**
SCT6370	**Underwater Navigator Specialty Instructor**	**8**
SCT6380	**Wreck Diver Specialty Instructor**	**8**
SCT7100	**Scubapro Service Technician**	**24**
SCT7200	**Cylinder Inspector & Technician**	**22**
	TOTAL	**1033**

Responsibilities of the Contractor

- Contractor will provide all materials, equipment, and supplies to successfully certify students in the PADI required coursework for Scuba Instructor.
- Contractor will provide students with the proper diving gear, keeping in mind that safety is the foremost concern.
- Contractor will allow students to purchase additional equipment beyond the Mandatory Course gear and Kits provided from their store at a reasonable retail fee.
- Contractor will inform MiraCosta Community Education & Workforce Development **IMMEDIATELY** when there are any injuries or accidents with students in the program.
- Contractor will share in marketing efforts, including, but not limited to, listing MiraCosta College Community Education & Workforce Development on the organization website, helping to create a print ad for job fairs, posting ads onto Facebook, creating videos, etc.
- Answer student questions about program, curriculum, schedule, etc. in a professional and timely manner.
- All relevant course materials, photographs and video will remain the intellectual property of the Contractor. Items listed above will be made available upon request of the College.
- Any major updates/changes made to any of the programs must be approved by MiraCosta College Community Education & Workforce Development prior to implementation.
- Order all supplies and equipment for the Scuba Instructor programs.
- Make arrangements and pay for any facility rental, boat rental.
- When necessary, attend meetings with students or instructors who are being disciplined or removed from the Scuba Instructor program.
- Submit an invoice for services after successful enrollment of students.

Responsibilities of the District

- District will pre-screen applicants for health, fitness, and appropriate commitment for the program.
- District will process all enrollments and take payment from enrollees, or process Veterans Administration funding forms for those using GI Bill Funding and Vocational Rehabilitation Funding.
- District will serve as liaison with the Veterans Administration staff for any difficulties or refunds.
- District will hire a qualified Scuba Diving Instructor to serve as lead instructor.
- District will maintain records on each participant for 5 years.

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- District will contact Contractor when participants are at risk of losing their funding due to their delay in completing coursework.
- District will advertise the Contractor's program on its website, in printed material and in the published Bulletin.
- District will answer student questions about program, curriculum, schedule, benefits, payment, etc. in a professional and timely manner, and refer students to the Contractor as appropriate.
- Provide classroom and computer lab space as needed
- Maintain GI Bill and WIOA funding approvals and paperwork for student funding.
- Monitor 85-15 rule and work with the contractor to meet VA requirements.
- Enter all students into Apricot's Interest Form
- Provide a MiraCosta College Community Education Certificate of Accomplishment to each student at the conclusion of the program.
- Submit shared revenue in a timely manner as stated in the contract.
- Meet with Scuba Instructor(s) and staff as needed for the purpose of course review, course improvements and instructor in-service.
- Review and monitor course evaluations and program safety.

Cost of Goods and/or Services

Scuba Instructor Training Program Fee: $21,594.30 per person

- The Contractor will receive compensation in an amount not to exceed $18,394.30 per Scuba Instructor Package participant for services performed, all scuba diving logistics and enrollment assistance, equipment, mandatory kit, and boat dives payable upon acceptance and approval by the District, and in accordance with the billing and payment terms as specified herein.
- The District will receive $3,200 per participant regardless of courses completed.
- Payment terms shall be Net 30 and payable upon **successful enrollment of student**.
- For Students who are using GI Bill funding, no funds shall be distributed to Contractor unless and until student has been approved by the Veteran's Administration for funding. In the case of partial funding approval or student is denied funding, student must pay any unfunded portion prior to the start of the Scuba Instructor Program.

Program Cancellation Policy/Tuition Refund Policy

Students should complete the program within one year of start date. However, if a student has extenuating circumstances, an extension will be provided upon the agreement of both the Contractor and the District. If a student does not have extenuating circumstances, but is not able to complete the course in the allotted timeframe, s/he will have to enroll in the program again at full tuition cost for courses still needed to complete the program, minus the equipment and cost of mandatory kits.

Due to the one year time frame in which students need to complete the course, the Contractor will do everything to within its power work with MiraCosta College's Scuba Instructor to assure that classes are not cancelled. However, since safety is the highest priority, it is understood that some dives may be rescheduled due to inclement weather.

A student will not be enrolled until all paperwork has been collected and students pay any fees that are not covered by alternative funding such as GI Bill or WIOA. Students who are awaiting GI Bill funding approval by the Veteran's Administration must either wait until proof of approval has been supplied, or begin the Diving Instructor Program using rented equipment provided by Scuba Center Temecula at their own expense. Any fees owed by a student for courses taken but not approved by the Veterans Administration will be the liability of the student.

Once enrolled, there are no refunds.

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Subject: **Approve Curriculum for 2021-2022 Catalog, Part II**	**Attachment:** **2021/22 Approved Courses and Programs for Board, Part II**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In accordance with Board Policy 4020, the MiraCosta Community College District Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, and this effort is coordinated by the Instructional Services division. Title 5 regulations stipulate the Academic Senate is responsible for academic and 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 three (3) curriculum approval meetings on November 12, December 10, and January 28. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

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

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

Tech Review then forwards the proposal 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 of Trustees for approval in the fall and spring semesters. Once approved by the board, the curriculum is submitted to the Chancellor's Office for review and approval. By submitting the curriculum on a frequent basis, the curriculum review workload is spread out to allow faculty and staff ample time to review the curriculum.

STATUS

Credit course approvals include the addition of one new course, the modification of 17 existing courses, and three course deletions. Additionally, three new certificates of achievement, one new certificate of proficiency, and one new Associate Degree for Transfer were approved. Only one certificate of proficiency was modified. No programs were archived. There were 14 general education (GE) and 18 online (O) approvals.

Most of the course modifications were scheduled updates as mandated by the six-year curriculum review cycle.

No noncredit courses or programs came through the curriculum process for this second packet.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2021-2022 catalog.

2021/22 Curriculum Approvals
Effective: August 2021
Part II

I. Credit Course Level
A. New Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
MATH	MATH	103S	GE/O	Statistics with Integrated Support: This course introduces the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square, and t-tests; and application of technology for statistical analysis, including the interpretation of the relevance of statistical findings. Students use appropriate statistical techniques to analyze and interpret applications based on data from a broad range of disciplines. The course includes just-in-time support for these topics. UC CREDIT LIMITATION: Credit for BTEC 180/BTEC 180H, BUS 204/BUS 204H, MATH 103/MATH 103S, PSYC 104/PSYC 104H, or SOC 125. Some CSU campuses may also impose this credit limitation.	5	12/10/2020
Total Credit Course Additions: 1						

I. Credit Course Level
B. Modified Courses

Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
COUN	INTR	100	GE/O	Foundation Skills for the College Experience	3	11/12/2020
MATH	MATH	64	GE/O	Intermediate Algebra	4	11/12/2020
ILNG	SPAN	160	O	Spanish for Health Care Providers I	3	11/12/2020
ILNG	SPAN	161	O	Spanish for Health Care Providers II	3	11/12/2020
CS	CS	226	O	Discrete Structures	4	12/10/2020
MATH	MATH	103	GE/O	Statistics	4	12/10/2020
MATH	MATH	106	GE/O	Concepts and Structures of Elementary Mathematics II	3	12/10/2020
MATH	MATH	150	GE/O	Calculus and Analytic Geometry I	5	12/10/2020
MATH	MATH	150H	GE/O	Calculus and Analytic Geometry I (Honors)	5	12/10/2020
MATH	MATH	155	GE/O	Calculus and Analytic Geometry II	5	12/10/2020
MATH	MATH	155H	GE/O	Calculus and Analytic Geometry II (Honors)	5	12/10/2020
MUS	MUS	115	GE/O	Introduction to Western Music	3	12/10/2020
LTRST	READ	100	GE/O	Critical Reading and Thinking	3	12/10/2020
SSCI	GEOG	101L	GE/O	Physical Geography Laboratory	1	1/28/2021
MATH	MATH	115	GE/O	Calculus with Applications	4	1/28/2021
MATH	MATH	115S	GE/O	Calculus with Applications with Integrated Support	5	1/28/2021
MATH	MATH	36	O	Intermediate Algebra - Learning Assistance for Pre-Calculus	1	1/28/2021
Total Credit Course Modifications: 17						

I. Credit Course Level

C. Deleted Courses

Department	Subject	Course #	Course Title and Catalog Description	Units	Date Approved
MATH	MATH	31	Support for Statistics	1	1/28/2021
MATH	MATH	32	Support for Intermediate Algebra	2	1/28/2021
MATH	MATH	34	Intermediate Algebra - Learning Assistance for Calculus with Applications	2	1/28/2021
Total Credit Course Deletions: 3					

II. Certificate and Degree Level

A. New Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
ILNG	FREN	COA		French	16	11/12/2020
ILNG	ITAL	COA		Italian Language and Culture	18-19	11/12/2020
ILNG	SPAN	COA		Spanish	16	11/12/2020
SOC	SOC		AA-T	Social Justice Studies for Transfer: African American Studies	25	11/12/2020
CS	CS	COP		Mobile Application Development	12	12/10/2020

Total Credit Program Additions: 5

II. Certificate and Degree Level

B. Modified Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
ILNG	SPAN	COP		Spanish for Healthcare Professionals	10	11/12/2020
Total Modified Degrees and Certificates: 1						

II. Certificate and Degree Level

C. Deleted Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
				None.		
Total Deleted Degrees and Certificates: 0						

Subject: **Approve Change Order and Renewal of Cloud Computing Services**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The district is in the process of expanding its use of Amazon Web Services (AWS) Cloud Computing Services as it migrates technology services from our district data centers. These services support providing reliable and secure technology and infrastructure as specified in the Technology Master Plan. This expansion allows for increased security, resiliency, redundancy, and burstable capacity.

STATUS

The district planned for $90,000 of AWS cloud computing services this fiscal year. With the expansion as noted above, the use of services has increased. As such, the cost will increase by $50,000 to $140,000 for FY 2020/21. The district expects to use $140,000 of AWS cloud computing services for FY 2021/22 as well.

This purchase will be made under the auspices of an agreement established by the State of California Department of General Services under the California Multiple Award Schedule (CMAS). This CMAS agreement with InterVision Systems, LLC (Contract #3-18-70-2281L) provides the lowest cost and best overall value to the District with regards to AWS Cloud Computing Services purchases.

RECOMMENDATION

Authorize the Director of Purchasing and Material Management to proceed with the procurement of an additional $50,000 in cloud computing services for fiscal year 2020/21, as well as $140,000 for fiscal year 2021/22, from InterVision Systems, LLC in accordance with the terms and conditions of the State of California Multiple Award Schedule (CMAS Contract #3-18-70-2281L).

Subject: **Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update License and Technical Support Services**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

This is the negotiated licensing agreement for the district's standard maintenance and technical support services for the Oracle Enterprise Resource Planning (ERP) PeopleSoft applications software. The annual licensing and contract maintenance renewal for these products are based on metrics that take into account budget size, number of students (FTES), and number of employees (faculty and staff). As these numbers increase, the district's costs increase respectively.

STATUS

This contract will be for the period of May 20, 2021 – May 19, 2022, and is expected to cost $268,612 plus applicable taxes. Funds to renew the software maintenance and technical support services agreement are budgeted within the district's maintenance budget.

RECOMMENDATION

Approve renewal of Oracle Enterprise Resource Planning PeopleSoft applications software update license and technical support services agreement at a cost of $268,612, plus applicable taxes for the period of May 20, 2021 – May 19, 2022.

Subject: **Approval of Program Reserve Fund Use Authorization Criteria and Procedure; Delegation of Authority to Vice President for Administrative Services**	**Attachment:** **None**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In November 2016, the district successfully passed general obligation bond Measure MM, which provided the district with $455 million to implement projects identified in the 2016 Facilities Master Plan Update. The latest approved Measure MM Program Budget includes a Program Reserve, which was established to address the level of anticipated risks and work remaining on the district's Capital Construction Program, including unforeseen cost overruns on Capital Construction Program projects.

The only legal restriction on a local bond measure regarding "Reserve Fund" use is that such funds can only be used for the purposes expressed and/or implied in the local ballot measure the electorate approved.

STATUS

To ensure the judicious use of Program Reserve funds, without impeding expedited access to the Program Reserve when warranted, district staff and the Program Management Office (PMO), in consultation with district outside legal counsel, have developed recommended Authorization Criteria and Authorization Procedure for the use of Program Reserve funds that gives the vice president, administrative services limited authority to approve use of Program Reserve funds when necessary. Facilities liaisons will be made aware of the need and amount of such a need and the issue will be reported to the full board in regular Measure MM updates.

The recommended **Authorization Criteria** for use of Program Reserve funds is as follows:

> Program Reserve funds can be used if the following conditions are met:
>
> (1) such use is consistent with the overall purposes expressed and/or implied in the district's Measure MM Ballot Measure;

(2) the subject project's budget, and the subject project's contingency, have both been exhausted; and

(3) Program Reserve funds are to be tapped to:

(a) successfully complete the subject project; and/or

(b) pay a district liability and/or liabilities regarding the subject project.

The suggested **Authorization Procedure** for the use of Program Reserve funds is as follows:

(1) PMO staff shall review and evaluate a request to transfer and use Program Reserve funds against the aforementioned Authorization Criteria;

(2) thereafter, should the PMO determine that a specific request to use Program Reserve funds is appropriate and warranted, the PMO shall forward to the vice president, administrative services the PMO's authorization recommendation, with supporting backup information, for the vice president, administrative services' final review and evaluation; and

(3) The vice president, administrative services will review and evaluate the request pursuant to the vice president, administrative services' delegated authority per Education Code sections 81655 and 81656, and:

(a) Approve the request;
(b) Deny the request; or
(c) Take the request to the board as identified below.

The **vice president, administrative services' authorization authority shall be limited as follows:**

(1) The vice president, administrative services authorization authority is capped at $1 million dollars in aggregate; and/or

(2) The vice president, administrative services authorization authority cannot exceed 5 percent of the current Board of Trustees overall project budgets.

If need for use of Program Reserve exceeds any of the two above listed limits delegated to the vice president, administrative services prior to use authorization from the Board of Trustees is needed.

RECOMMENDATION

Given the foregoing, district staff, the PMO, and outside legal counsel recommend that the board take the following action:

1. Approve the recommended Authorization Criteria and Authorization Procedure for the use of Program Reserve fund transfers;

2. Delegate authority to the vice president, administrative services to authorize a request to use Program Reserve funds up to 5 percent of a subject project's budget provided the Authorization Criteria and the Authorization Procedure are both followed;

3. Delegate authority to the vice president, administrative services to authorize a request to use Program Reserve funds if the request does not bring the aggregate amount of all such requests program-wide to $1 million dollars or more; and
.
4. Direct staff to request board approval if a request to use Program Reserve funds exceeds five (5) percent of a subject project's board approved budget and/or brings the aggregate amount of all such requests program-wide to $1 million dollars or more.

Subject: **Approve Use of Cooperative Purchase Agreement for Purchase of FF&E; and CUPCCAA Proposal/Contract for Installation and Related Services with Parron Hall**	**Attachment:** **1. Exhibit A - Parron Hall Quote** **2. Exhibit B - Parron Hall Floor Plans**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

As part of the Measure MM bond program, the purchasing of furniture, fixtures and equipment ("FF&E") is needed associated with new construction and renovation projects. The instant need for FF&E is related to the Oceanside Administration staff furniture needs in their temporary office space ("Swing Space") which is required while the Administration Building is under construction. Construction for this Administration Swing Space is scheduled to be completed by April 2021. FF&E needs to be in place in the Swing Space by May 2021, in advance of the staff move to the Swing Space, currently scheduled June 2021.

STATUS

The FF&E needed for the Oceanside Administration Swing Space project consists of office furniture accessories, storage solutions, privacy panels and workstations for the Administration staff. This agenda item includes furniture as shown in the attached trailer floor plan layouts.

District and Program Management Office (PMO) staff plans to purchase the above listed FF&E and has elected to utilize a cooperative purchase agreement/contract with Allsteel, Inc. that was approved by the Board of Directors of the Region 4 Education Service Center in Houston Texas ("ESC") on April 28, 2020, as the result of a Request for Proposals issued by ESC on behalf of itself and other government agencies and non-profits made available through OMNIA Partners ("OMNIA"), a cooperative purchasing organization for public sector procurement. Parron Hall is named in this agreement/contract between Allstate, Inc. and ESC as a Support Center in California for Allsteel, Inc. and is therefore authorized to sell Allsteel, Inc. products in California, since Allsteel, Inc. manufactures but does not sell FF&E. The MiraCosta Community College District is registered as an entity with OMNIA that is able to participate/piggyback the approved agreement/contract as per the conditions set forth in Public Contract Code section 20652.

The cost of purchasing the subject FF&E was derived from the pricing matrix within the ESC agreement/contract with Allsteel, Inc. for a total amount of $220,288.75, consisting of product cost $194,000, AllSteel surcharge $6,000, design fees $3,500 and taxes $16,788.75 included in Exhibit A the Parron Hall proposal attached.

Because Public Contract Code section 20652 does not permit the district to obtain construction services via this procurement method, district staff plans to retain Parron Hall to install the purchased FF&E via a Public Works Agreement in an amount not to exceed $35,722.50, consisting of the total install cost of $33,000 and taxes $2,722.50 as permitted by the Uniform Public Construction Cost Accounting Act, Public Contract Code sections 22000—22045, which the district has previously adopted. These services and all costs are included as part of the Measure MM master program budget.

RECOMMENDATION

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

1) Approve the use of a cooperative purchase agreement with Allsteel, Inc. for the purchase of FF&E from Parron Hall at a cost of $220,288.75;
2) Authorize the vice president, administrative services to issue and execute a purchase order with Parron Hall in the amount of $220,288.75 to purchase FF&E manufactured by Allsteel, Inc. and sold by Parron Hall;
3) Approve the award of a Public Works Agreement to Parron Hall in an amount not to exceed $35,722.50, as permitted by the Uniform Public Construction Cost Accounting Act Public Contract Code sections 22000—22045, for the installation of the FF&E; and
4) Authorize the vice president, administrative services to execute the Public Works Agreement in the not to exceed amount of $35,722.50 awarded to Parron Hall.

CUSTOMER: MiraCosta

MiraCosta Community College
One Barnard
Oceanside, CA 92056

PARRON HALL

***** FURNITURE PROPOSAL *** MiraCosta - Oceanside Campus - Swing Space Trailers**

DATE 01/26/2021
Proposal Number: 56863

AREA	DESCRIPTION	QTY	SELL EACH	SELL EXTENDED
Swing Space 04207	Project: Swing Space trailors for temporary Admin Bldg staff	1	$194,000.00	$194,000.00
Contracts	Allsteel OMNIA Contact # P15-150-DT Allsteel SPA - 447633 HON OMNIA Contract # R191804			
	PRODUCT SUBTOTAL			$194000.00
Labor price is based on prevailing wage installers.	ALLSTEEL SURCHARGE 3.125%			$6000.00
	INSTALLATION: Pricing is based on regular work areas, installation areas 100% free and clear, Prevailing Wage, dedicated elevator service, lighting, HVAC and access to and thru building locations. Normal Business hours.			$33,000.00
	DESIGN SERVICES			$3500.00
	SALES TAX 8.25%			$19,511.25
	GRAND TOTAL (including Sales Tax 8.25%)			**$256,011.25**

Storage charges will apply for product stored beyond thirty (30) days from the originally scheduled installation date due to any customer-initiated postponement. Storage charges will be billed monthly and are not subject to proration.

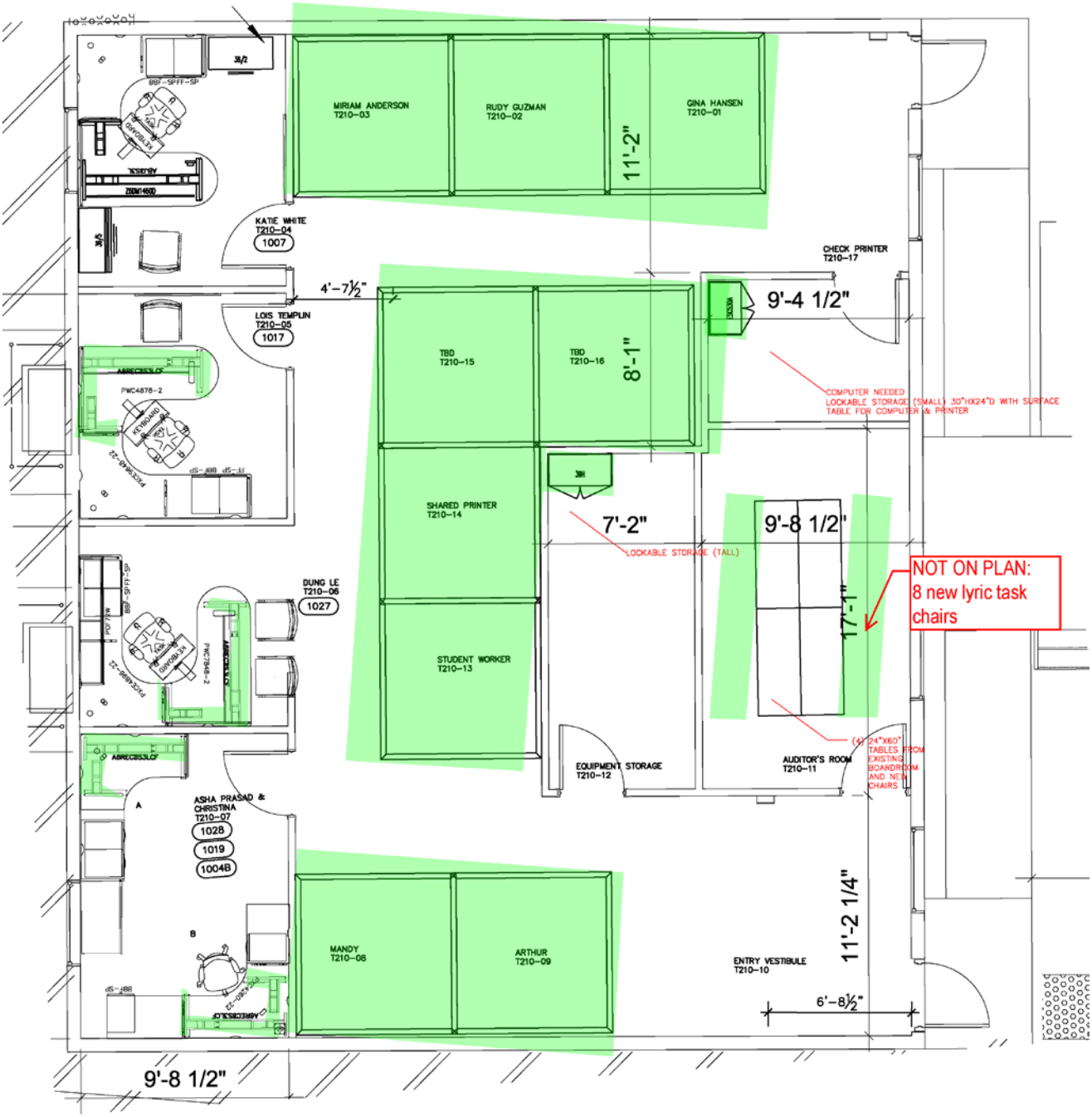
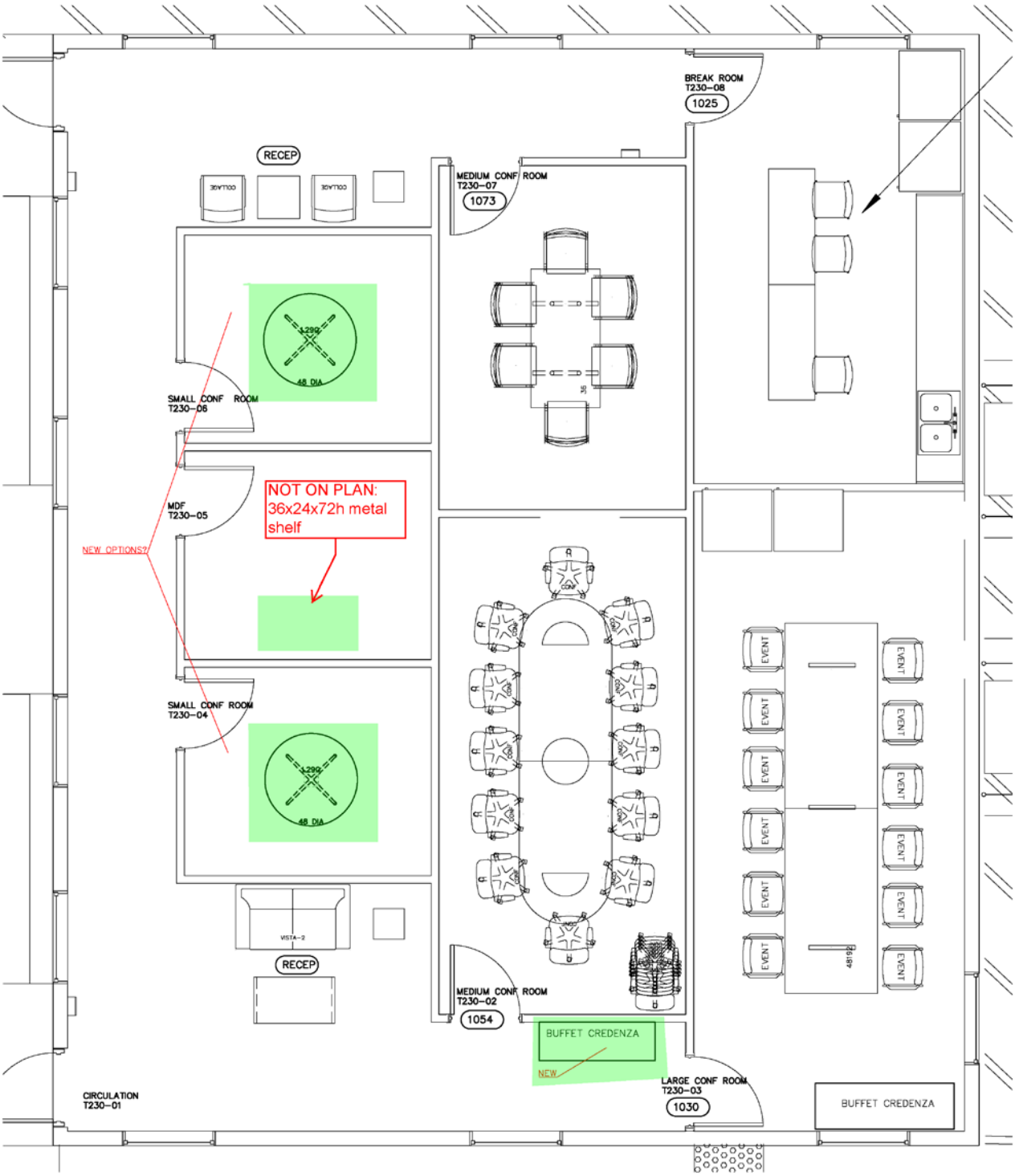
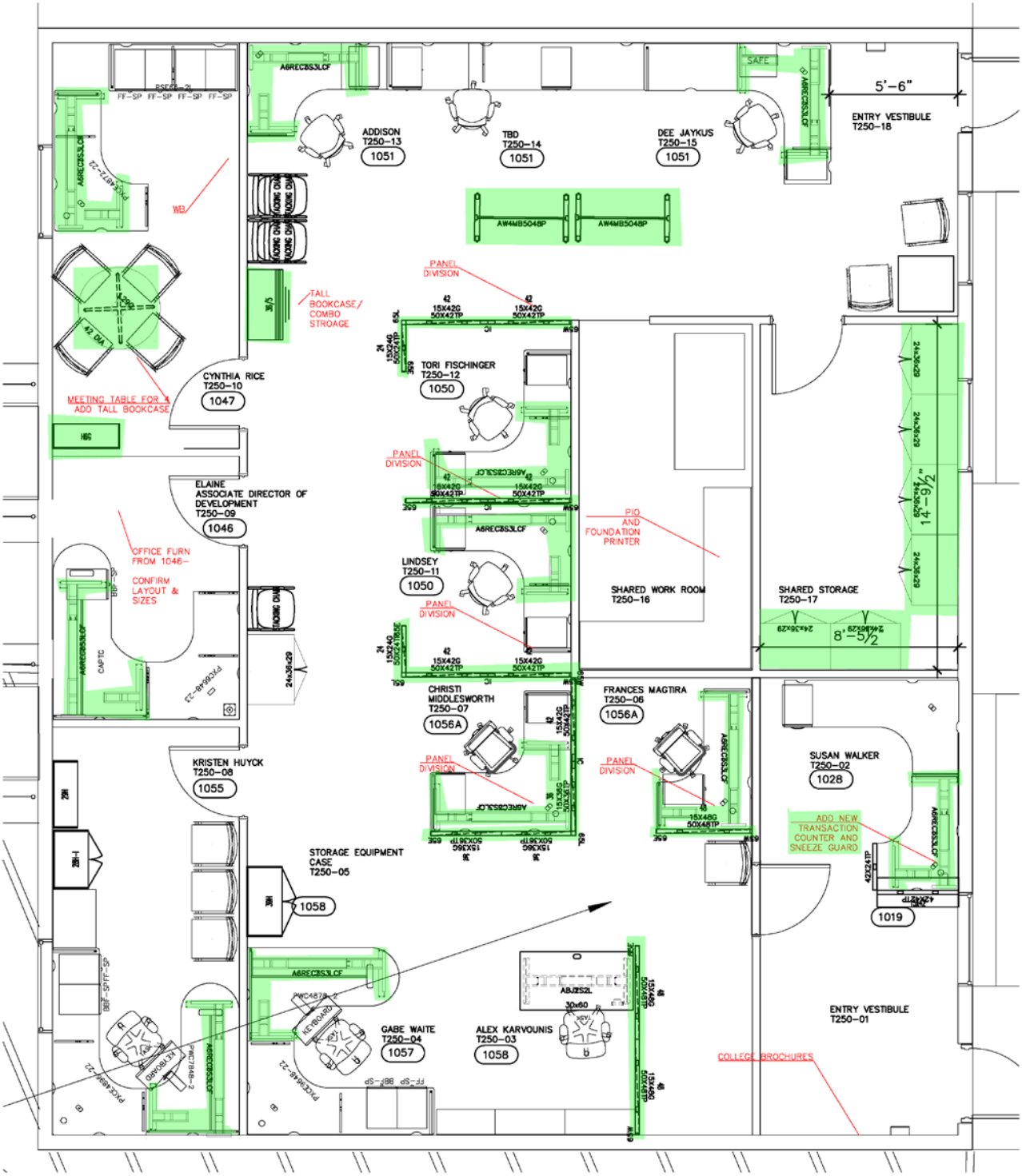
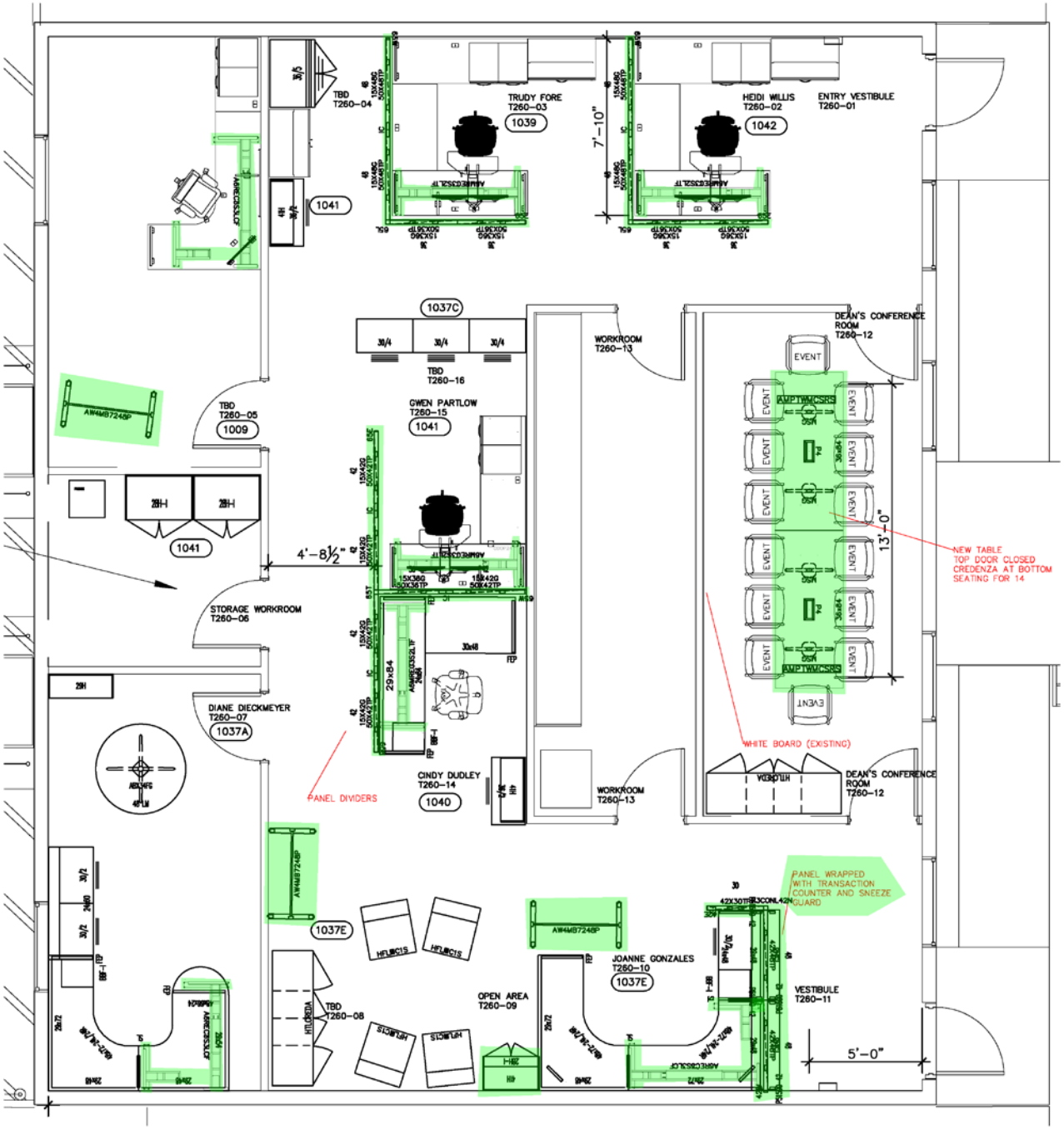
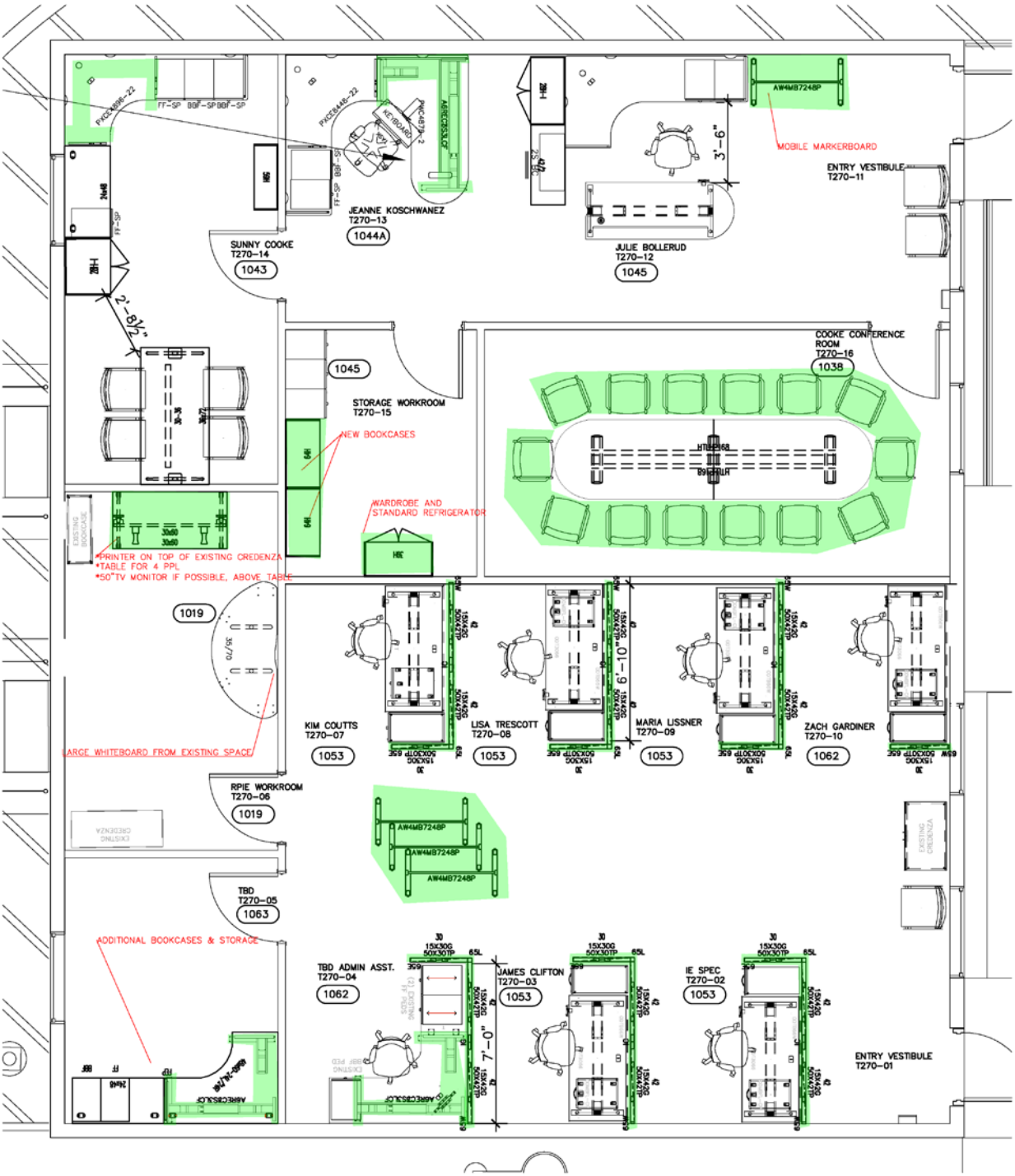

MIRIAM ANDERSON
T210-03
RUDY GUZMAN
T210-02
GINA HANSEN
T210-01
11'-2"
KATIE WHITE
T210-04
1007
CHECK PRINTER
T210-17
4'-7½"
9'-4 1/2"
LOIS TEMPLIN
T210-05
1017
TBD
T210-15
TBD
T210-16
8'-1"
COMPUTER NEEDED
LOCKABLE STORAGE (SMALL) 30"HX24"D WITH SURFACE
TABLE FOR COMPUTER & PRINTER
SHARED PRINTER
T210-14
7'-2"
LOCKABLE STORAGE (TALL)
9'-8 1/2"
NOT ON PLAN:
8 new lyric task
chairs
DUNG LE
T210-06
1027
STUDENT WORKER
T210-13
17'-1"
EQUIPMENT STORAGE
T210-12
AUDITOR'S ROOM
T210-11
(4) 24"X60"
TABLES FROM
EXISTING
BOARDROOM
AND NEW
CHAIRS
ASHA PRASAD &
CHRISTINA
T210-07
1028
1019
1004B
MANDY
T210-08
ARTHUR
T210-09
ENTRY VESTIBULE
T210-10
11'-2 1/4"
6'-8½"
9'-8 1/2"

Exhibit B
Page 2 of 6


BREAK ROOM
T230-08
1025
RECEP
MEDIUM CONF ROOM
T230-07
1073
SMALL CONF ROOM
T230-06
MDF
T230-05
NEW OPTIONS?
NOT ON PLAN:
36x24x72h metal
shelf
SMALL CONF ROOM
T230-04
RECEP
MEDIUM CONF ROOM
T230-02
1054
BUFFET CREDENZA
NEW
LARGE CONF ROOM
T230-03
1030
BUFFET CREDENZA
CIRCULATION
T230-01
EVENT


ADDISON
T250-13
1051
TBD
T250-14
1051
DEE JAYKUS
T250-15
1051
SAFE
5'-6"
ENTRY VESTIBULE
T250-18
WB
TALL BOOKCASE / COMBO STROAGE
PANEL DIVISION
TORI FISCHINGER
T250-12
1050
CYNTHIA RICE
T250-10
1047
MEETING TABLE FOR 4
ADD TALL BOOKCASE
ELAINE
ASSOCIATE DIRECTOR OF DEVELOPMENT
T250-09
1046
OFFICE FURN FROM 1046-
CONFIRM LAYOUT & SIZES
PIO AND FOUNDATION PRINTER
LINDSEY
T250-11
1050
SHARED WORK ROOM
T250-16
SHARED STORAGE
T250-17
14'-9 1/2"
8'-5 1/2"
CHRISTI MIDDLESWORTH
T250-07
1056A
FRANCES MAGTIRA
T250-06
1056A
KRISTEN HUYCK
T250-08
1055
SUSAN WALKER
T250-02
1028
ADD NEW TRANSACTION COUNTER AND SNEEZE GUARD
1019
STORAGE EQUIPMENT CASE
T250-05
1058
GABE WAITE
T250-04
1057
ALEX KARVOUNIS
T250-03
1058
ENTRY VESTIBULE
T250-01
COLLEGE BROCHURES


TBD
T260-04
TRUDY FORE
T260-03
1039
HEIDI WILLIS
T260-02
1042
ENTRY VESTIBULE
T260-01
7'-10"
1041
1037C
TBD
T260-16
WORKROOM
T260-13
DEAN'S CONFERENCE
ROOM
T260-12
TBD
T260-05
1009
GWEN PARTLOW
T260-15
1041
4'-8½"
STORAGE WORKROOM
T260-06
DIANE DIECKMEYER
T260-07
1037A
CINDY DUDLEY
T260-14
1040
PANEL DIVIDERS
WHITE BOARD (EXISTING)
13'-0"
NEW TABLE
TOP DOOR CLOSED
CREDENZA AT BOTTOM
SEATING FOR 14
PANEL WRAPPED
WITH TRANSACTION
COUNTER AND SNEEZE
GUARD
1037E
TBD
T260-08
OPEN AREA
T260-09
JOANNE GONZALES
T260-10
1037E
VESTIBULE
T260-11
5'-0"


MOBILE MARKERBOARD
ENTRY VESTIBULE
T270-11
JEANNE KOSCHWANEZ
T270-13
1044A
SUNNY COOKE
T270-14
1043
JULIE BOLLERUD
T270-12
1045
COOKE CONFERENCE
ROOM
T270-16
1038
STORAGE WORKROOM
T270-15
NEW BOOKCASES
WARDROBE AND
STANDARD REFRIGERATOR
PRINTER ON TOP OF EXISTING CREDENZA
*TABLE FOR 4 PPL
*50"TV MONITOR IF POSSIBLE, ABOVE TABLE
LARGE WHITEBOARD FROM EXISTING SPACE
KIM COUTTS
T270-07
1053
LISA TRESCOTT
T270-08
1053
MARIA LISSNER
T270-09
1053
ZACH GARDINER
T270-10
1062
RPIE WORKROOM
T270-06
1019
TBD
T270-05
1063
ADDITIONAL BOOKCASES & STORAGE
TBD ADMIN ASST.
T270-04
1062
JAMES CLIFTON
T270-03
1053
IE SPEC
T270-02
1053
ENTRY VESTIBULE
T270-01

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 Vice President, Administrative Services	Sunita V. Cooke, Ph.D. 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
7500	Other Outgo
7900	Contingencies (reserves)

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 second quarter budget transfers, after budget adoption, between major account classifications within all funds for the quarter period ending December 31, 2020. These budget transfers are necessary to meet district needs and will not affect the ability for the district to meet its priorities. The second quarter budget transfers in/out totaled $807,629 with a net $0 impact.

The budget revision after budget adoption for the second quarter was $962,193, of which $791,063 were from Fund 12-General Restricted funds, which are grants and categorical funds.

RECOMMENDATION

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

BUDGET TRANSFERS FOR THE QUARTER ENDING
December 31, 2020

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

TRANSFER SUMMARY – ALL FUNDS (2Q):

FUND	ACCOUNT	ACCOUNT DESCRIPTION	TOTAL
11_FD Unrestricted General Fund	1	Academic Salaries	$2,292
11_FD Unrestricted General Fund	2	Classified Salaries	($30,000)
11_FD Unrestricted General Fund	3	Employee Benefits	($23,431)
11_FD Unrestricted General Fund	4	Supplies	($22,070)
11_FD Unrestricted General Fund	5	Contract Services	$29,415
11_FD Unrestricted General Fund	6	Capital Outlay	$43,794
11_FD Unrestricted General Fund Total	7	Contingent	$0
TOTAL Fund 11			**($0)**
12_FD Restricted General Fund	1	Academic Salaries	($59,460)
12_FD Restricted General Fund	2	Classified Salaries	($334,135)
12_FD Restricted General Fund	3	Employee Benefits	($70,775)
12_FD Restricted General Fund	4	Supplies	$467,787
12_FD Restricted General Fund	5	Contract Services	$264,341
12_FD Restricted General Fund	6	Capital Outlay	($68,454)
12_FD Restricted General Fund	7	Contingent	($199,304)
TOTAL Fund 12			**$0**
TOTAL ALL FUNDS			**($0)**

TOTAL TRANSFER IN			**$807,629**
TOTAL TRANSFER OUT			**($807,629)**
TOTAL ALL FUNDS			**$0**

TRANSFERS DETAILS (2Q):

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.

TRANSFERS				ACCOUNTS						
Fund		Cost Center	Amendment Description	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equip	Grand Total
Fund 11	General Funds-Unrestricted (GFU)	116_CC Dean, Math & Sciences	Budget needed in salary/benefit line	$2,292.29		$432.00			($2,724.29)	$0.00
Fund 11	General Funds-Unrestricted (GFU)	138_CC International Languages	To Pay for Guest Presenter and Cover Overage				($650.00)	$650.00		$0.00
Fund 11	General Funds-Unrestricted (GFU)	143_CC Design	For Sevices and Equipment needs				($2,912.08)	$1,402.00	$1,510.08	$0.00
Fund 11	General Funds-Unrestricted (GFU)	157_CC Campus Police & Parking	To cover the cost of contract services				($16,007.85)	$20,000.00	($3,992.15)	($0.00)
Fund 11	General Funds-Unrestricted (GFU)	166_CC Dean, Counseling & Student Development	Moving funds for upcoming expenses		$5,000.00	$5,000.00	($6,500.00)	($3,500.00)		$0.00
Fund 11	General Funds-Unrestricted (GFU)	177_CC Board of Trustees	Transfer to cover SD voters fee per Katie White's email request on 10/26/20		($5,000.00)	($16,862.74)	($3,000.00)	$25,862.74	($1,000.00)	$0.00
Fund 11	General Funds-Unrestricted (GFU)	196_CC Facilities	to clear negative in 62 account					($50,000.00)	$50,000.00	$0.00
Fund 11	General Funds-Unrestricted (GFU)	198_CC Clearing	transfer to accounts for PR processing		($30,000.00)	($12,000.00)	$7,000.00	$35,000.00		$0.00
11_FD Unrestricted General Fund Total				**$2,292.29**	**($30,000.00)**	**($23,430.74)**	**($22,069.93)**	**$29,414.74**	**$43,793.64**	**$0.00**

TRANSFERS				ACCOUNTS							
Fund	Grant	Cost Center	Amendment Description	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equip	7 Contingent	Grand Total
Fund 12	**190002_GR FED Pell**	160_CC Financial Aid	redistribution of budget				$6,000.00	$14,000.00		($20,000.00)	$0.00
Fund 12	**190005_GR FED VTEA-Title I Perkins**	147_CC Associate Dean, Career Education	redistribution of budget	($9,460.00)			($2,000.00)	($3,000.00)	$14,460.00		$0.00
Fund 12	**190010_GR FED DOL America's Promise Job**	150_CC Community Education & Workforce Development	redistribution of budget		($172,860.00)	($52,600.00)	$63,692.00	$248,443.00	($20,000.00)		$66,675.00
Fund 12	**190010_GR FED DOL America's Promise Job**	204_CC Indirect Cost Transfer	Move to Dept 150_CC. Indirect cost recognized prior years		($66,675.00)						($66,675.00)
Fund 12	**190011_GR FED Gear-Up Partnership Grant 2018-25**	155_CC VP Office, Student Services	redistribution of budget		($87,000.00)	($15,000.00)	$20,000.00	$82,000.00			$0.00
Fund 12	**190041_GR STA Regional Director (f.k.a.DSN) Business & Entrepreneurship**	147_CC Associate Dean, Career Education	redistribution of budget		($7,600.00)		$400.00	$7,200.00			$0.00
Fund 12	**190100_GR Restr Health Fees**	171_CC Health Services	redistribution of budget					($1,100.00)	$1,100.00		$0.00
Fund 12	**190115_GR FED CARES Act Stimulus USDE G5 Institution Use**	184_CC VP Office, Administrative Services	redistribution of budget				$179,304.00			($179,304.00)	$0.00
Fund 12	**190118_GR FED COVID-19 Response Block Grant**	184_CC VP Office, Administrative Services	redistribution of budget	($50,000.00)		($3,175.00)	$200,391.35	($83,202.00)	($64,014.35)		$0.00
12_FD Restricted General Fund Total				**($59,460.00)**	**($334,135.00)**	**($70,775.00)**	**$467,787.35**	**$264,341.00**	**($68,454.35)**	**($199,304.00)**	**$0.00**

BUDGET REVISIONS FOR THE QUARTER ENDING
DECEMBER 31, 2020

The schedule listed below summarizes the net impact of budget revisions by major account classifications and by Fund.

FUND	ACCOUNT	ACCOUNT DESCRIPTION	TOTAL
11_FD Unrestricted General Fund	2	Classified Salaries	($159,000.00)
11_FD Unrestricted General Fund	4	Supplies	$25,000.00
11_FD Unrestricted General Fund	5	Contract Services	$184,000.00
11_FD Unrestricted General Fund Total			**$50,000.00**
12_FD Restricted General Fund	1	Academic Salaries	$50,490.00
12_FD Restricted General Fund	2	Classified Salaries	$215,096.00
12_FD Restricted General Fund	3	Employee Benefits	$157,836.00
12_FD Restricted General Fund	4	Supplies	$35,888.00
12_FD Restricted General Fund	5	Contract Services	$306,284.00
12_FD Restricted General Fund	6	Capital Outlay	($111,176.00)
12_FD Restricted General Fund	7	Contingent	$136,645.00
12_FD Restricted General Fund Total			**$791,063.00**
72_FD Student Representation Fee Trust Fund	5	Contract Services	$12,400.00
72_FD Student Representation Fee Trust Fund	7	Contingent	$12,400.00
72_FD Student Representation Fee Trust Fund Total			**$24,800.00**
74_FD Student Financial Aid Fund	7	Contingent	$96,330.00
Grand Total			**$962,193.00**

REVISION DETAILS:

- The detail below outlines the changes to the budget primarily due to revised grant amounts or new grants.
- Strong Workforce Programs (SWP) account for $681,553 of the changes in Fund 12.

REVISIONS				ACCOUNTS							
Fund	**Source**	**Cost Center**	**Amendment Description**	**1 Aca Sal**	**2 Cl Sal**	**3 Benefits**	**4 Supplies**	**5 Services**	**6 Equip**	**7 Contingent**	**Grand Total**
Fund 11	**General Funds Unrestricted**	117_CC Letters	Approved Resource Allocation from Program Review				$25,000.00	$25,000.00			$50,000.00
Fund 11	**General Funds Unrestricted**	150_CC Community Education & Workforce	Additional Funding needed for contractual obligations		($159,000.00)			$159,000.00			$0.00
11_FD Unrestricted General Fund Total					**($159,000.00)**		**$25,000.00**	**$184,000.00**			**$50,000.00**
Fund 12	**190045_GR STA Center for Excellence**	147_CC Associate Dean, Career Education	New 20-21 Allocation from the CCCCO. Increase grant allocation to $275,000 from 7/1/20 to 9/30/21.		$90,897.00	$52,005.00	$0.00	$19,722.00	$1,799.00	$10,577.00	$175,000.00
Fund 12	**190047_GR STA SWP Regional Labor Market Research**	147_CC Associate Dean, Career Education	Adding $500k for newest 20-21 allocation, spanning from 11/1/20 through 12/31/21.		$139,595.00	$64,275.00	$500.00	$292,630.00	$3,000.00		$500,000.00
Fund 12	**190083_GR STA Lottery (Restricted)**	112_CC Library Operations	CCC Lottery projections changed to $49 per FTES X 9900 - 33K 4Q = $452,100. Reduce by $95,100					$25,875.00	($120,975.00)		($95,100.00)
Fund 12	**190114_GR STA SWP Regional – Internal Marketing**	147_CC Associate Dean, Career Education	$10k decrease to align with grant amount. Reallocating the budget lines.	$10,000.00	$17,200.00					($37,200.00)	($10,000.00)
Fund 12	**190116_GR FED CARES ACT - MSI Minority Serving Institution**	184_CC VP Office, Administrative Services	Reallocation of budget, will transfer from contigent later.		($27,697.00)			($45,000.00)	($45,000.00)	$117,697.00	$0.00
Fund 12	**190120_GR STA SWP Local Program FY2020-21 Exp 6/30/2022**	147_CC Associate Dean, Career Education	Increase budget for the incentive funding allocation. Base funding was $962,903 and incentive funding is $192,560, so total grant is $1,155,463. Original budget was lower.	$18,000.00	($49,000.00)	$34,300.00	$30,000.00	($3,188.00)	$50,000.00	$44,441.00	$124,553.00
Fund 12	**190122_GR STA SWP Regional ICT Software Development Curriculum**	147_CC Associate Dean, Career Education	New Budget Setup for ICT Software Alignment Grant	$11,915.00	$2,100.00	$1,755.00		$100.00		$1,130.00	$17,000.00
Fund 12	**190123_GR San Diego County Child Care**	148_CC Child Development Center	Setting up a new Grant Budget for the CDC		$21,521.00	$2,701.00	$5,388.00				$29,610.00
Fund 12	**190124_GR STA SWP Regional College-Based Marketing Exp 12/31/2021**	147_CC Associate Dean, Career Education	Setting up the budget for our new College-Based Marketing SWP Regional grant.	$10,575.00	$20,480.00	$2,800.00		$16,145.00			$50,000.00
12_FD Restricted General Fund Total				**$50,490.00**	**$215,096.00**	**$157,836.00**	**$35,888.00**	**$306,284.00**	**($111,176.00)**	**$136,645.00**	**$791,063.00**
Fund 72	**(blank)**	100_CC Districtwide Rev/Exp	Student Rep Fee due to CCC office. Revenue received prior year; expenses due this year.					$12,400.00			$12,400.00
Fund 72	**(blank)**	194_CC ASG Associated Student Govt.	Student Rep Fee Budget from revenue received from prior year.							$12,400.00	$12,400.00
72_FD Student Representation Fee Trust Fund Total								**$12,400.00**		**$12,400.00**	**$24,800.00**
Fund 74	**190125_GR Disaster Relief Emergency Student Financial**	160_CC Financial Aid	New Disaster Relief Emergency Student Financial Aid, memo 10/2/2020							$96,330.00	$96,330.00
74_FD Student Financial Aid Fund Total										**$96,330.00**	**$96,330.00**
Grand Total				**$50,490.00**	**$56,096.00**	**$157,836.00**	**$60,888.00**	**$502,684.00**	**($111,176.00)**	**$245,375.00**	**$962,193.00**

Subject: **Ratify and Approve Contracts and Purchase Orders — January 1 through January 31, 2021**	**Attachment:** **Contract and Purchase Order Ratification List**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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
January 1 through January 31, 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**
21000057	JB Homes Service Inc.	Roof repairs - Bldg 2000 (Fac)	13,895.00
21000095	AO Reed & Co.	ACU1 coils replacement - Bldg 4000 (Fac)	15,610.00
21000096	Botsford Construction Inc.	Bollards replacement - Bldg 4500 (Fac)	36,100.00

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**
21000008	NV5 Inc.	Survey services (Fac)	40,000.00
21000029	Voltera Corporation	Contract services (Career Ed)	80,000.00
21000092	OmniUpdate Inc.	Software maintenance agreement (AIS)	43,500.00
21000097	CENGAGE Learning	Contract services (TCI)	28,000.00
21000098	Schools Excess Liability Fund (SELF)	Insurance (HR)	52,905.58
21000102	SVM, LP	Gas cards (EOPS)	25,065.00

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
21000026	Atlassian Pty Ltd	Software maintenance agreement (AIS)	24,050.00
21000079	Bio-Key International	Software maintenance agreement (AIS)	10,000.00
21000085	Community College League of CA	eResource subscription (Lib)	18,840.00
21000129	HealthImpact	Contract services (Nurs)	10,000.00
21000155	Burning Glass International Inc.	Software license maintenance agreement (AIS)	17,000.00
21000156	CDW Government Inc.	Technology equipment (AIS)	10,373.26

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**
21000003	The Ventus Network LLC	License fees (Biomfg)	7,470.00
21000039	Liesl Boswell	Contract services (Nurs)	6,000.00
21000083	Eppendorf North America Inc.	Software equipment (Biotech)	7,167.78
21000106	Graduate Communications	Contract services (Biomfg)	6,000.00
21000115	Mission Del Oro Homeowners	Landscape maintenance agreement (Fac)	6,415.01

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**
20001248	Cox Communications Inc	Additional services	8,000.00
20001716	Parron Hall Office Interiors	Additional furniture	6,728.82

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: $458,391.63
Ratify MCC purchase orders 21000000 through 21000165.

Capital Improvement Program Contract and Purchase Order Ratification List
January 1 through January 31, 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**
21000017	Williams Scotsman Inc.	04244 Trailer Modifications (OCN)	40,296.00
21000120	AT & T	04225 Voice Data Infrastructure (OCN)	67,854.29
21000124	Cox Communications Inc.	04208 Communication Wiring (SAN)	31,611.30

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**
21000066	Dudek	04115 Environmental Consulting Services (SAN)	24,245.00
21000069	Parron Hall Office Interiors	04244 Furniture and Equipment (OCN)	12,892.60

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**
21000018	Division of the State Architect	04002 DSA Fee (CLC)	5,159.00
21000068	State Water Resources Control Board	04101 Permit Fee (SAN)	509.00
21000111	Diversified Business Solutions Inc.	04004 Relocation Services (CLC)	300.00
21000112	Advanced Environmental Group Inc.	04102 Asbestos Survey (SAN)	2,580.00
21000113	Advanced Environmental Group Inc.	04103 Environmental Services (SAN)	2,580.00

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**
20001365	Union Tribune Publishing Co.	03722 Change Order 1 (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**
20000601	Banner Bank	04210 Change Order 3 (OCN)	4,257.70
20000602	First-Citizens Bank & Trust Company	04101 Change Order 11 (SAN)	7,147.15
20000604	Align Builders	04001 Change Order 2 (CLC)	16,662.90
20000605	Straight Line General Contractors Inc.	04105 Change Order 7 (SAN)	21,561.24
20000605	Straight Line General Contractors Inc.	04105 Change Order 9 (SAN)	34,509.12
20000673	Los Angeles Engineering Inc.	04210 Change Order 3 (OCN)	80,896.30

20000996	Class Leasing LLC	04212 Change Order 2 (OCN)	2,200.00

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

MM-17-001 – Architectural and Engineering Services Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21000013	Lord Architecture Inc.	04005 Architectural Services (CLC)	181,991.00

MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000606	LPA Inc.	04210 Change Order 9 (OCN)	45,000.00

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

MM-17-002 – Geotechnical Engineering Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21000014	SMS Geotechnical Solutions Inc.	04004 Testing Services (CLC)	20,552.00
21000015	SMS Geotechnical Solutions Inc.	04109 Geotechnical Services (SAN)	23,740.00

MM-17-002 – Geotechnical Engineering Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000567	SMS Geotechnical Solutions Inc.	04210 Change Order 3 (OCN)	(7,914.42)

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**
21000064	NV5 Inc.	03722 Surveying and Mapping Services (OCN)	40,000.00

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

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

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

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

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

MM-19-013 – Inspector of Record Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21000012	Alliance Engineering of CA Inc.	03722 Inspection Services (OCN)	71,372.80
21000016	Kent Schafer	04109 Inspection Services (SAN)	62,757.50
21000065	Kent Schafer	04004 Inspection Services (CLC)	65,178.00

MM-19-013 – Inspector of Record Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000676	Alliance Engineering of CA Inc.	04210 Change Order 3 (OCN)	8,000.00

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item 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**
21000011	NV5 Inc.	04004 Special Inspection (CLC)	37,681.68
21000067	Twining Inc.	04109 Inspection Services (SAN)	32,008.00

MM-19-014 – Special Inspection Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000561	MTGL Inc.	04002 Change Order 1 (CLC)	962.00

Total Contract Expenditures: $941,590.16
Ratify purchase orders — 21000017 – 21000018, 21000066, 21000068 – 21000069, 21000111 – 21000113, 21000120, 21000124.
Ratify purchase orders (Task Orders) — 21000011 – 21000016, 21000064 – 21000065, 21000067.
Ratify purchase orders (Contracts) — No Entries This Month.

Subject: **Public Hearing – 4:30 p.m.** **MiraCosta Community College District Initial Proposal to the MiraCosta Community College Faculty Assembly for the Contract to Commence July 1, 2021**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** ✔ **Information Consent Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly expires on June 30, 2021.

STATUS

As required by Government Code §3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to address the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. The public hearing on the initial proposal to the MiraCosta College Faculty Assembly will commence no earlier than 4:30 p.m. and as close to 4:30 p.m. as the business of the board permits.

RECOMMENDATION

For informational only.

Subject: **Public Hearing – 4:30 p.m.** **MiraCosta Community College District Initial Proposal to the MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information** **Consent** **Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Academic Associate Faculty CCA/CTA/NEA expires on June 30, 2021.

STATUS

As required by Government Code §3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to address the proposal, and the board of trustees has to adopt the proposal at a public meeting. The public hearing on the initial proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA will commence no earlier than 4:30 p.m. and as close to 4:30 p.m. as the business of the board permits.

RECOMMENDATION

For informational only.

Subject: **Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2021**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly (MCCCD FA) expires on June 30, 2021.

As required by Government Code § 3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval. The board met with the district negotiator in closed session on January 21, 2021, concerning the initial proposal, and the initial proposal was an informational item on the January 21, 2021, board meeting agenda.

STATUS

The district intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MCCCD FA for the contract period to commence on July 1, 2021.

Article A: General Provisions: Revise gender pronouns throughout agreement to be more inclusive. Clarify procedures for right to purchase reassigned time for Assembly activities. Update and revise management rights clause and safety procedures.

Article B: Support for Academic Senate and Faculty Assembly Functions: Update reassigned time allocation for Academic Senate leadership and governance committees related to district governance streamlining efforts, and reassigned

time allocated to the Tenure Review and Evaluation Committee chair. Clarify procedures for right to purchase reassigned time for Assembly activities.

Article C: Faculty Workloads: Clarify and revise terms related to institutional service hours. Clarification related to load balancing, unbanking procedures, and overload assignments. Negotiate revision to Workload Factor Review Process, Class Size Maxima Process, and online education instructional requirements. Negotiate workloads related to Faculty Directors. Update extended contract days for Learning Disabilities Specialist and Learning Disabilities Specialist/Counselor positions in accordance with MOU 19-03.

Article D: Compensation: Negotiate the salary schedule. Negotiate responsibility factors for Faculty Directors. Clarification related to banking and unbanking procedure timelines. Clarification related to honors contracts limits per faculty member and during reduced workload.

Article E: Department Chairs and CTE Duties: Clarify voting procedures and criteria for the evaluation of the department chair.

Article F: Leaves: Address recent statutory changes to California Family Rights Act. Clarify and improve procedures for leaves of absence without pay, personal necessity leave, and absences for online education. Clarification related to notification of approval for sabbatical to department.

Article G: Employment and Qualifications: Clarification related to section on establishing Faculty Services areas for new hires.

Article H: Evaluation and Tenure: Negotiate evaluation procedures for temporary fulltime faculty and tenured faculty members. Clarification related to evaluation procedures for early tenure, reassigned time limitations for tenure candidates, and procedures for tenure candidate evaluations. Include reassigned time for Tenure Review and Evaluation Committee chair.

Article I: Professional Development: Clarify the procedure for professional development allowance and travel for faculty members.

Article J: Fringe Benefits: Clarification regarding restriction on overload in combination with reduced workload.

Article L: Rights, Responsibilities and Due Process: Clarification related to redaction of student information/FERPA in investigations process; notification of work restrictions and accommodations to employee's supervisor

Appendix 3: Tables of Current Workload Factors: Update to account for changes to approved workload factors.

Appendix 5: Tables of Reassigned Time and Stipends: Update to include reassigned time for Contextualized Teaching Coordinator approved via Program Review.

RECOMMENDATION

Approve the MiraCosta Community College District initial proposal to the MiraCosta College Faculty Assembly for the contract to commence July 1, 2021, as stated above.

Subject: **Approve the District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Academic Associate Faculty expires on June 30, 2021.

As required by Government Code § 3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval. The board met with the district negotiator in closed session on January 21, 2021, concerning the initial proposal, and the initial proposal was an Information item on the January 21, 2021, board meeting agenda.

STATUS

The district intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta College Academic Associate Faculty for the contract period to commence on July 1, 2021.

General — Revise gender pronouns throughout agreement to be more inclusive

Article 4 — Nondiscrimination and Safety: Update and revise non-discrimination language in accordance with district policies and procedures

Article 5 — Organizational Security/Dues Deduction/Agency Fee: Update to reflect changes to state and federal law

Article 7 Workload Scheduling and Reemployment Preference: Update and incorporate revised discipline and performance factors in Exhibit E; negotiate language related to workload factor review process; revise name for re-employment preference process to eliminate confusion; clarify re-employment preference scheduling process procedures; negotiate online education instructional requirements to teach hybrid or online courses; negotiate work experience and internships procedures and compensation.

Article 9 Evaluation Procedures: Revise evaluation procedures for associate faculty, including clarification related to non-classroom evaluation procedures and the number of student surveys required for non-classroom faculty under evaluation.

Article 12 Salary Schedule and Placement: Negotiate the salary schedule.

Article 15 Leaves of Absence: Clarify leaves and address recent statutory changes; add procedure for reporting absences for online education.

Article 16 Professional Growth (FLEX): Negotiate compensation related to FLEX obligations.

Article 20 Term: Term of agreement.

RECOMMENDATION

Approve the district initial proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the contract to commence July 1, 2021, as stated above.

Subject: **Approve FY2021/22 Nonresident Tuition Fee**	**Attachment:** **1. 2021/22 Nonresident Tuition and Capital Outlay Fees Memorandum** **2. 2021/22 Nonresident Tuition Fees Worksheet**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The California Education Code provides for nonresident tuition-fee income to support education and education-support costs for nonresident students. Education Code §76140 requires that each district governing board establish the nonresident tuition fee not later than March 1 (AB 3255, 9/1/2018) for the succeeding year. Education Code §76140 specifies seven options to determine the nonresident tuition fee, listed below. The range to consider for MiraCosta College for FY2021/22 is between $307 and $425 per semester unit. The current FY2020/21 fee is $290 per semester unit.

A.1 The district's average cost: $425.
A.2 The district's average cost with ten percent or more noncredit FTES: N/A for MiraCosta.
B.1 The statewide average expense of education: $307.
B.2 The highest statewide average (highest year of the succeeding, current, and four prior years): $307.
C. Contiguous district (an amount not to exceed the fee established by the governing board of any contiguous district, Palomar and San Diego): $307.
D. Between statewide average expense and district expense: $307 to $425.
E. Comparable state's average per semester tuition: $365.

Nonresident Capital Outlay Fee
Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB 540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries
Education Code section 76142 states a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of

(1) the actual cost of processing an application and other documentation required by the federal government or (2) $100. This fee may be deducted from the tuition fee at the time of enrollment.

STATUS

The current nonresident tuition and other fees for the FY2020/21 fiscal year are as follows:

- MiraCosta CCD $290
- Palomar CCD $290
- San Diego CCD $290

Contiguous districts recommended adoption of the following rates for FY2021/22.

- MiraCosta CCD $307
- Palomar CCD $307
- San Diego CCD $307

RECOMMENDATION

Approve FY2021/22 nonresident tuition fee of $307 per semester credit hour for nonresident students with no capital outlay charge or processing fee for international students, effective fall 2021.

California Community Colleges

MEMORANDUM
January 15, 2021

FS21-01 | Via Email

TO: Chief Business Officers
Chief Instructional Officers

FROM: Natalie Wagner, Interim Director
Fiscal Standards and Accountability Unit

RE: 2021-22 Nonresident Tuition and Capital Outlay Fees

Education Code section 76140 requires each district governing board to establish the nonresident tuition fee for the succeeding fiscal year by March 1.

Nonresident Tuition Fee

Education Code section 76140 specifies seven options to determine the nonresident tuition fee. The options are described below:

- Option A.1 - District Average Cost
  The district expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total FTES in the preceding fiscal year.
- Option A.2- District Average Cost with 10 Percent or More Noncredit FTES
  If noncredit FTES is equal to or greater than 10 percent of total FTES, the district expense of credit education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total credit FTES in the preceding fiscal year.
- Option B.1 - Statewide Average Cost
  The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by statewide total full- time equivalent students (FTES) in the preceding fiscal year.
- Option B.2 – Highest Statewide Average Cost
  The highest amount calculated pursuant to Option B.1 for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- Option C – Contiguous District
  An amount not to exceed the fee established by the governing board of any contiguous district.
- Option D – Between Statewide and District Average Expense of Education
  Fees adopted must be greater than statewide average expense of education and less than the district average expense of education.

Chancellor's Office, College Finance and Facilities Planning Division
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- Option E – Comparable States Average
  No greater than the 2019-20 average nonresident tuition fees of public community colleges in at least 12 states comparable to California in cost of living.

As a reminder, if a district chooses to adopt Options B.2 or E, existing law requires districts to use the additional revenue generated by the increased nonresident tuition to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

Nonresident Capital Outlay Fee

Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB 540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries

Education Code section 76142 states a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) $100. This fee may be deducted from the tuition fee at the time of enrollment.

Exemptions

There are various exemptions to the fees described above. To learn more about these exemptions, refer to Education Code sections 76140 through 76143, the document titled Residency For Tuition Purposes- General Overview (revised April 6, 2020), and the Chancellor's Office's Legal Advisory 18-02 .

Tuition Fee Worksheet

The attached worksheet provides data for the computation of the nonresident tuition and capital outlay fees. This year, the worksheet has been converted to an Excel format.

Action Requested/Contact Information

Submit the attached worksheet to the Chancellor's Office by **Friday March 12, 2021** via email to fiscalstandards@cccco.edu. If you have questions about this memo, please feel free to contact us.

ATTACHMENT: FS21-01 Supplement 2021-22 Nonresident Fee Worksheet

2020-21 Nonresident Tuition and Capital Outlay Fee Worksheet			
District:	MiraCosta Community College District		
Term:	Semester		
Nonresident Tuition Fee Options			
A.1	**District Average Cost**		
A.	District Expense of Education for Base Year	$	125,387,902
B.	District Annual Total FTES		10,560
C.	Average Expense of Education per FTES (A/B)	$	11,874
D.	U.S. Consumer Price Index Compound Factor		1.0420
E.	Average Cost per FTES for Tuition Year (C x D)		12,373
F.	Nonresident Tuition Fee per Semester Unit (E/30)		412
A.2	**District Average Cost with 10 Percent or More Noncredit FTES**		
	Noncredit FTES percent of Total		6.9%
A.	District CREDIT ONLY Expense of Education for Base Year		
B.	Annual Attendance FTES	N/A	
C.	Average Expense of Education per FTES (A/B)	N/A	
D.	U.S. Consumer Price Index Compound Factor		1.0420
E.	Average Cost per FTES for Tuition Year (C x D)	N/A	
F.	Nonresident Tuition Fee per Semester Unit (E/30)	N/A	
B.1	**Statewide Average Cost**		
A.	Statewide Expense of Education for Base Year		9,581,068,770
B.	Statewide Annual Total FTES		1,148,145
C.	Average Expense of Education per FTES (A/B)	$	8,345
D.	U.S. Consumer Price Index Compound Factor		1.0420
E.	Average Cost per FTES for Tuition Year (C x D)		8,695
F.	Nonresident Tuition Fee per Semester Unit (E/30)	$	290
B.2	**Highest Statewide Average Cost**		
	Highest year of the succeeding, current, and 4 prior years.		2020-21
	Nonresident Tuition Fee per Semester Unit	$	290
C	**Contiguous District**		
	Contiguous District		
	Maximum Fee (Contiguous District Nonresident Tuition Fee)		
	Nonresident Tuition Fee per Semester Unit		
D	**Between Statewide Average Expense of Education and District Expense of Education**		
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	$	290
	Maximum (District Total Expense of Education)	$	125,387,902
	Nonresident Tuition Fee per Semester Unit		
E	**Comparable States Average**		
	Nonresident Tuition Fee per Semester Unit	$	414

Nonresident Capital Outlay Fee			
A.	Capital Outlay expense for 2018-19		
B.	FTES for 2018-19		10,560
C.	Capital outlay expense per FTES (A/B)	$	-
D.	Capital Outlay Fee per Semester Unit (C/30)	$	-
E.	Adopted 2020-21 Nonresident Tuition Fee	$	290
F.	50% of Adopted 2020-21 Nonresident Tuition Fee	$	145
G.	Maximum 2020-21 Nonresident Capital Outlay Fee (lesser of D or F)	$	-

California Community Colleges
2020-21 Nonresident Tuition and Capital Outlay Fee
MiraCosta Community College District

The district governing board has established Nonresident Fees as shown below.

Adoption Date:

Nonresident Tuition Fee

	Basis for Adoption (Select one)	Fee
	A.1 - District Average Cost	
	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
X	B.1 - Statewide Average Cost	$ 290
	B.2 - Highest Statewide Average Cost	
	C - Contiguous District	
	D - Between Statewide Average Expense of Education & District Expense of Education	
	E - Comparable States Average	

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is $ 0

	Nonresident Capital Outlay Fee	

Contact Information

Signature:

Name: Tim Flood

Title: Vice President Administrative Services

Phone: 760-795-6653

Email: tflood@miracosta.edu

Subject: **Approve Transfer from Program Reserve to Project No. 04105 – SAN B200 Renovation Project**	**Attachment:** **None**
Category: **Action Item**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The recently approved Measure MM Program Budget includes a Program Reserve, which was established to address the level of risks and work remaining on the district's Capital Construction Program, including unforeseen cost overruns on Capital Construction Program projects.

STATUS

Project No. 04105 - San Elijo B200 Renovation Project is experiencing unforeseen cost overruns, leading to current and anticipated project budget impacts (e.g. additional inspection costs, construction management costs, design costs, construction costs, etc.). The project is estimated to be completed by March 2021. The original Project budget was $4,292,280 while the current projected cost to complete is $4,842,280, resulting is a budget deficit $550,000. Given these project details, and the status of the project, the PMO anticipates the project budget to be exceeded by $550,000.

RECOMMENDATION

Given the foregoing, district staff and the PMO recommend that the board take the following action:

Approve the transfer of $550,000 from the Program Reserve fund to Project No. 04105 - San Elijo B200 Renovation Project budget to account for anticipated project cost overruns and to ensure the completion of the project.

Subject:	Attachment:
Second Quarter Fiscal Report, Annual Financial and Budget Report	1. Quarterly Report on Cash and Investments 2. Quarterly Financial Status Report, CCFS-311 3. CCFS 311 Annual Report
Category: Information	**Type of Board Consideration:** ✓ Information Consent Action
Recommended: Tim Flood Vice President, Administrative Services	**Approved for Consideration:** Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58310 of the California Code of Regulations, requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district's financial condition at least once every three months. The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q 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 the meeting.

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

STATUS

The second-quarter report for the period ending December 31, 2020, 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, CCFS 311Q, 2Q assessment of MiraCosta Community College District:

1. The Unrestricted General Fund balance (Reserves) fiscal year-end projection is 24.4 percent, slightly higher than 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 is $136.4 million, in line with the current budget. The year-to-date revenue receipts through December 31 were $57.2 million (42 percent of Budget). The district's first half-spending rate is in line with previous years; the second half revenue will include some year-end accruals and the accrual from the state's apportionment deferred revenues; the certified amounts will be recognized as revenue in the current fiscal year for receipt of payment that will be delayed until the next fiscal year ($689 thousand).

3. The total year expense projection $136.5 million. The year-to-date expenses (excluding other outgoing transfers) were $57.5 million (44 percent of Budget). Spending in supplies, services, and equipment is usually lower in the first half. There is some indication that services and equipment may be lower than the adopted budget; however, spending is not the same month to month; thus, the projection remains at the adopted budget levels for this assessment.

4. The total year Revenue less Expense projection is -$53 thousand, favorable by $500 thousand, from the current run rate of lower spending in capital equipment.

5. The cash balance in the combined general Fund 11 and 12 for period ending December 31, 2020, was $34.2 million. The current balance will support the next few months of expenses, until the next large property tax receipt in mid-April. The cash balance will be monitored closely, since the deferral of $4.4 million of the general and categorical payments does impact the cash balance. The cash balance for Fund 43-General Obligation bond was $280.4 million from the remaining series A bond and the new series B sale of $255 million from September 2020.

6. The OPEB trust balance for period ending December 31, 2020, was $31.7 million, an increase of $2.3 million from September's balance. The fiscal year-to-date rate of return of 13.5 percent has outperformed the portfolio annual target rate of 5.5 percent. Total funded accrued liability was 118.9 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.

The Annual Financial and Budget Report of FY2019/20 and the FY2020/21 Budget due date was changed to November 30, 2020, due to COVID-19. The CCFS-311 Annual Report was certified and filed on November 30 2020, as reported on the December 17, 2020, board meeting. The Chancellor Office in January 2021 requested a resubmission of the redevelopment property tax portion. The district certified and resubmitted the 311 Annual on January 27, 2021.

RECOMMENDATION

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: February 18, 2021

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, December 31, 2020

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	$136,449,843
• FY21 Actual as of December 31, 2020	$57,204,402
• FY21 Actual YTD to Projected Budget	41.9%
Expenses	
• FY21 Adopted Budget	$136,751,287
• FY21 Projected Budget	$136,502,919
• FY21 Actual as of December 31, 2020	$57,534,625
• FY21 Actual YTD to Projected Budget	42.1%

Cash Deposits and Investments, *Quarterly Report of Investments*	Balance
• Total Cash in the County pooled investment fund (combined funds)	**$327,350,111**
Detail by Fund below:	
o General Fund 11 & 12	$34,228,342
o Capital Outlay Fund 41	$12,154,031
o General Obligation Bond Fund 43	$280,370,891
o All Other Funds	$596,847
o Rate of Return Fiscal YTD	0.612%
• Cash in bank deposits	$3,330,529
o Rate of Return	NA
• Cash in CDs and Money Market instruments (Bookstore Fund)	$447,998
o The rates vary from .05% to .95%	0.15% to 0.95%
OPEB Trust Balance	
• Balanced Fund Portfolio as of December 31, 2020	$31,690,318
o Rate of Return 12/31/2020 Fiscal YTD (Annual Target 5.5%)	13.50%
o Funded Accrued Liability	118.6%

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2020-2021

District: (050) MIRACOSTA

Quarter Ended: (Q2) Dec 31, 2020

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	136,411,570
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	136,449,843
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	113,900,709	121,004,340	120,956,934	129,246,919
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	136,502,919
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	1,474,932	2,290,079	1,746,120	-53,076
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	33,313,716
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.7%	24%	25.2%	24.4%

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)**				

		As of the specified quarter ended for each fiscal year			
III.	**Total General Fund Cash Balance (Unrestricted and Restricted)**	2017-18	2018-19	2019-20	2020-2021
H.1	Cash, excluding borrowed funds		29,143,525	26,642,843	34,884,831
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	29,126,585	29,143,525	26,642,843	34,884,831

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	57,166,129	41.9%
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	57,204,402	41.9%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,495,287	129,746,919	57,485,285	44.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,256,000	7,256,000	49,340	0.7%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	136,751,287	137,002,919	57,534,625	42%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-257,033	-579,665	-330,223	
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	32,787,127	33,036,569	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	24.2%	23.9%		

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

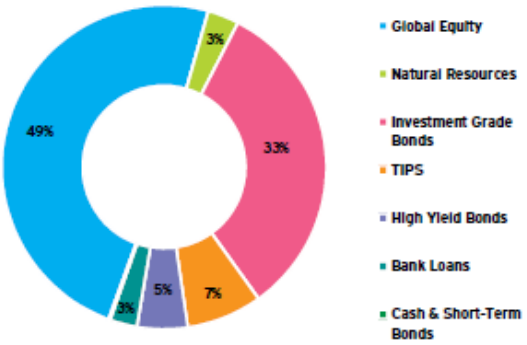
Balanced (50% Fixed Income, 50% Equity)

12/31/2020

Change in Portfolio - 2nd Quarter of Fiscal Year 2021

Portfolio Value on 9/30/20	29,369,974
Contributions	0
Withdrawals	0
Change in Market Value	2,117,366
Income Received	212,894
Portfolio Fees	(9,916)
Portfolio Value on 12/31/2020	31,690,318

Asset Allocation



Trailing Period Performance

	2Q21 (%)	Fiscal YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Mira Costa Community College District	7.9	13.5	11.7	8.0	8.9	7.0	7/1/2009	8.6
Policy Benchmark [1]	*8.7*	*13.7*	*13.5*	*9.1*	*9.6*	*NA*		*NA*
CPI Medical Care (Inflation)	*-0.7*	*-0.4*	*1.8*	*2.8*	*2.8*	*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

Subject: **Office of Administrative Services Board Report**	**Attachment:** **None**
Category: **Information Item**	**Type of Board Consideration:** ✔ **Information Consent Action**
Recommended: **Tim Flood Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

Fiscal Services (Katie White, Director)

Workday Project Update Aug-Dec 2020
The Workday ERP system went live on July 1, 2020. Between August and December, the Accounting core team completed the cutover activities and PeopleSoft's general ledger data conversion load (6/30/2020 year-end) into Workday. Cutover activities included capital asset set-up, bank reconciliations, electronic payment process testing and set-up (ACH), 1099-Misc Tax filing testing and process set-ups, to name a few. Training to end-users was rolled out during Flex week and other sessions for targeted end-users were provided throughout the fall semester. The core team continues to assist end-user through the internal Workday HelpDesk process. Rolling Adoption project of integrating the Foundation's CRM (Customer Relationship Management) system is underway, with several pre-launch meetings; project kick-off meeting is planned for January 2021.

Fiscal Independence Update
Fiscal independence was achieved for commercial warrants effective January 1, 2020, and Payroll on July 1, 2020. Tightly controlled check run schedules and audits have been established. Payroll/HR internal audits will start in February 2021.

Fiscal Services Operations
The Accounting Department completed FY2019/20 fiscal year-end. The district's financial statement report (311 Annual) to the Chancellor's office provided all required documents to our external auditors and provides on-going activities with timely payments to suppliers, students, and employees; deposits, reconciliations, adjustments, etc. Fiscal Services completed the final budget statements and budget load into Workday. The Cashier's Office continues to support students by phone and limited walk-in hours. The Bursar, Mary Jo Ferris, retired at the end of December after 30 years of service with the district, and recruitment is underway for a replacement.

Purchasing (Mina Hernandez, Director)

Mina Hernandez began on October 5, 2020, as the new director of Purchasing and Material Management. She has been working with her team and collecting feedback from deans and directors on ways to improve, modernize, and streamline internal processes and procedures for district end-users. With the Workday rollout in July, Purchasing has also been enhancing Workday processes to meet the needs of end-users, resulting in numerous online training opportunities, new Job Aids and a bi-weekly, district-wide "tips and tricks" email.

Punchout Program

Purchasing is working with AIS to provide district end-users punchout catalogs that will be integrated with Workday by spring 2021. Punchouts will make it possible for end-users to access a supplier's website from Workday, which will automate purchase requisitions. Suppliers are selected based off the most used vendors, such as Amazon, B&H, Grainger and Fisher Scientific, to name a few. These vendors are carefully selected and must have a FCCC/UC/CSU cooperative purchasing agreement that has been negotiated for the best price savings through volume discounting for California higher education institutions to meet student needs.

PlanetBids – Online Bid and Vendor Management

In the spirit of conducting remote work during COVID-19, Purchasing recently procured PlanetBids, a web-based bid and vendor management software, which serves over 200 California public agencies. PlanetBids will provide the district and its bond management team the opportunity to engage with a broader pool of vendors and contractors who have registered with PlanetBids. It will provide a platform for electronic bid submissions, which is key during COVID-19 to minimize in-person interactions. Purchasing successfully rolled out PlanetBids in mid-January, and to date nearly 700 vendors have registered on its vendor portal. It is projected that this number will continue to grow, giving the district the ability to have effective vendor outreach initiatives and an increase in bid participation.

Facilities (Tom Macias, Director)

Non-Capital Improvement Program Project Updates

Oceanside

- Completed various coil replacements on the Oceanside building main HVAC systems.
- Continued to disinfect nightly all spaces at San Elijo, CLC, and Oceanside campuses.
- Completed Oceanside Building 4500 science building exhaust upgrades.
- Replaced roofs on Oceanside Building 4400 and T110.
- Completed repairs to both Oceanside chemistry labs in Building 4500.
- Replaced all main sidewalks at Oceanside Allied Health Building 4400.
- Replaced asphalt pavement on westbound Glaser Drive at the Oceanside campus.
- Replaced all cooler and freezer racking in the Oceanside cafeteria located in Building 3400.
- Renovated the Oceanside Building 3700 fountain and planter landscape.
- Completed Oceanside Building 4600 landscape renovation and installed new storm drain.
- Replaced Oceanside Lot 4C track and field gates and removed all barbed wire off of the fencing.
- Completed district wide weed abatement for fire control.
- Installed new crossing signal light at the Oceanside Child Development Center to allow safe crossing from Barnard Drive.

- Installed all required Covid-19 signage and QR code signage for building and classroom check.

San Elijo/TCI

- Repaired San Elijo Campus Buildings 100 and 600 storm drain lines.
- Installed all required Covid-19 signage and QR code signage for building and classroom check.

<u>Capital Improvement Program Project Updates</u>

Oceanside

- North Storm Drain Repair project is complete.
- Athletic Field renovation and new athletic support building is in the final stages of construction with substantial completion scheduled to be received within the coming month.
- B1000 Administration renovation is in the final stages of Division of State Architects (DSA) review and is scheduled to start construction summer 2021. The temporary portables / swing space village for this project is under construction with current activities including site grading, underground utilities, foundations and modular building fabrication.
- The Health and Wellness Hub project, which includes Parking Lot 5A, new Gym building, new Kinesiology building and new Allied Health building, continues to progress along. Design of the new Gym building, new Kinesiology building and new Allied Heath building are in the final phase of design, the construction document phase, and construction on Parking Lot 5A is scheduled to begin within the next month.
- The new Student Services building is in the final phase of design, the construction document phase.
- The new Chemistry and Biotechnology building is in the design development phase of design.
- The B1200 Library renovation project commenced design in January of this year.
- The design for the New Arts/Media building is scheduled to begin February of this year.
- Design-Build Entity procurement for the upcoming building 3000's renovations (which include B3000, B3100, B3200, B300, B3400 and B3700) is scheduled to begin within the next month.

San Elijo

- B600, B300 and B500 renovation projects are complete.
- B200 Renovation project is in the final stages of construction with substantial completion scheduled to be received within the coming weeks.
- The new Student Services and Administration building is nearing the end of construction and current on-site activities include interior and exterior finishes as well as exterior flatwork and landscape. Current schedule for completion is late Q1 2021.
- B100 renovation started construction January of this year and current construction activities include interior demolition.
- B400 and B900 renovation projects are in the final stages of Division of State Architects (DSA) review and are scheduled to start construction summer 2021.
- Design for the Campus-wide Underground Utilities project continues to move along with some portions being at local agencies for review and some being in design.

Community Learning Center

- Arby's Demolition project is complete and construction on the new Monument Sign and Entryway project is complete with the final items within the closeout phase scheduled to wrap up in the next month.
- The new Student Services building is nearing the end of construction and current on-site activities include interior and exterior finishes as well as exterior flatwork and landscape. Current schedule for completion is late Q1 2021.
- Building 100 (A) and 200 (B) renovation started construction January of this year and current construction activities include project mobilization and interior demolition.
- The renovation of the northeast parking lots and demolition of Building C (which is the final project at the CLC within the current Capital Improvement Program) recently started design and is the programming / schematic design phase.

College Police (Ralph Garcia, Acting Chief of Police)

College Police and Safety personnel have continued to work at all sites in person to keep the college safe and assist with events, such as the Farmers Markets, food, laptop, and bookstore textbook distribution, etc. Personnel have consistently attended state and county COVID-19 meetings and provide daily tracking of COVID-19 information to the vice president, administrative services. Personnel also assisted with providing a safe and accessible polling place on Election Day, working closely with AIS and Facilities personnel, and provided intelligence information on protests in San Diego County to the district's Emergency Operations Center (EOC) team.

Police Officers received continued training on such subjects as Implicit Bias, Use of Force Policy changes, De-Escalation and other techniques. Currently, the department is testing and preparing for the installation of dispatch software in police vehicles. This software will provide officers with a more efficient way of answering calls for services. Re-certification of officers' equipment will be forthcoming in January, as well as night safety walks, detailing any lights not working and hazards throughout all four sites.

Bookstore (Follett)

The bookstore has continued to provide flexibility and convenience to students by offering curbside pickups and delivery options for the fall and spring semester online orders. Bookstore sales are currently down 34 percent as compared to last year.

Students who received financial aid and scholarships were able to use these funds online, and most students found this to be a beneficial and a streamlined process. Staff continue to work with students who may need to schedule a time outside of pickup hours and have assisted those who are near campus and want to return their rented course materials in person. The bookstore has worked with various departments to assist with special book orders, as well as outside companies, such as Kaiser Health, which purchased books for 12 of their nursing interns, all of whom are MiraCosta students. Although fall curbside pickup was new to both staff and students, obstacles were overcome, and changes were made to the process to ensure that staff go into spring 2020 confident and excited to interact with amazing masked students again!

Food Services (CulinArt)

Food services at the Oceanside and San Elijo campuses have been closed since March 13, 2020, due to public health orders related to COVID-19.