MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL MEETING
4 P.M. – THURSDAY – DECEMBER 16, 2021

ZOOM Webinar Access
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Webinar ID: 981 0710 1342
How to Provide Public Comment

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. TELECONFERENCING OF MEETINGS (Action Required)

A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361

IV. BOARD ORGANIZATIONAL ACTION

A. Election of Officers
   1. President
   2. Vice President
   3. Board Secretary and Assistant Board Secretary

B. Fix Dates, Times, and Locations of 2022 Board Meetings

V. APPROVE MEETING MINUTES

A. Board Workshop of November 4, 2021
B. Special Meeting/Closed Session of November 18, 2021
C. Regular Meeting of November 18, 2021

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

PLEASE NOTE: In accordance with AB 361, board meetings will continue to be conducted in an online format. Members of the public may access the meeting at the link above, and may request to make public comments by using the "raise your hand" feature at the bottom of the webinar screen. Written comments to the board will not be read aloud during the meeting. Instead, a copy of written comments will be provided to each of the trustees. All public comments must continue to adhere to the Decorum outlined below. Specific instructions on how to provide public comment during a Zoom board meeting can be accessed at the link above.

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

ITEMS NOT ON THE AGENDA: Members of the audience may address the Board of Trustees on any topic not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board

may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff (superintendent/president) or other resources for factual information, request staff (superintendent/president) to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff (superintendent/president) to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

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

VII. CHANGES IN AGENDA ORDER

VIII. PRESENTATIONS

A. Discussion of Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees
B. Foundation Overview and FY2021 Accomplishments

IX. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Request to Destroy Education Records Marked for Destruction-Admissions and Records Office
C. Notice of Completion - Bid #MM-20-013 OC Admin Swing Space
D. Ratify and Approve Contracts and Purchase Orders

X. ACTION

A. Approve Change Order to Ahrens Mechanical's Contract for Underground Utilities Project at San Elijo Campus; and Approve Resolution No. 7-21/22 Approve Notice of Completion
B. Approve Cooperative Agreement for Chemistry and Equipment Purchase
C. Approve Procurement of COVID-19 Support for Vaccine Verification and Contact Tracing

XI. INFORMATION

A. MCCCD Irrevocable Trust Investment Board and Fiscal Year 2021 Actuarial Study

XII. 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

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

UPCOMING MEETING
(upon approval on December 16, 2021)

4 p.m. – January 27, 2022
Regular Meeting

Board meetings are normally held in meeting rooms that are accessible to those with mobility disabilities, however, an executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19).
Additionally, with the passing of AB 361, meetings will be held remotely until further notice. If you wish to attend the meeting and/or if you have another disability requiring special accommodation, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.
In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's website at http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm. Such writings will also be available at the board meeting. In

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

MIRACOSTA COLLEGE COMMUNITY DISTRICT

RESOLUTION NO. 4-21/22

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

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

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

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

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

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

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

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

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

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

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

    a. That there exists a proclaimed state of emergency;

    AND either:

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

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

OR

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

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

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

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

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

CERTIFICATION

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

By: _____

Secretary to the Board of Trustees
MiraCosta Community College District

Subject: **Election of Officers (President, Vice President, Board Secretary, Assistant Board Secretary)**	**Attachment:** **None**
Category: **Board Organizational Action**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Education Code §72000(c)(2) provides that the governing board of a community college district shall organize by electing a president, from its members, and a secretary.

STATUS

In addition to the legally required president position, the MiraCosta Community College District Board of Trustees traditionally elects a vice president.

The board traditionally elects the superintendent/president to serve as board secretary and the executive assistant to the superintendent/president as assistant board secretary.

RECOMMENDATION

Elect a president and vice president to serve from December 16, 2021, until the 2022 organizational meeting; elect Superintendent/President Sunita V. Cooke as board secretary and Executive Assistant to the Superintendent/President Julie Bollerud as assistant board secretary, to serve until the 2022 organizational meeting.

Subject: **Fix Dates, Times, and Location of 2022 Board Meetings**	**Attachment:** **Proposed 2022 Meeting Schedule**
Category: **Board Organizational Action**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Education Code §72000(c)(4) requires that the governing board of a community college district shall fix the time and place for regular governing board meetings.

STATUS

A schedule of meetings for 2022 is presented for review and final approval.

RECOMMENDATION

Fix the date, time, and place for the 2022 board meetings, as proposed.

BOARD OF TRUSTEES

DRAFT

2022 Meeting Schedule

Date		Board Meeting	Location
Thu. Jan. 27	4 p.m.	Business Meeting	Oceanside Campus
Thu., Feb. 24	4 p.m.	Business Meeting and Prelim. Budget Workshop	Oceanside Campus
Thu., Mar. 24	4 p.m.	Board Workshop and Business Meeting	Oceanside Campus
Wed., Apr. 13	3 p.m.	Board Workshop	Oceanside Campus
Thu., Apr. 21	4 p.m.	Business Meeting	Oceanside Campus
Thu., May 12	4 p.m.	Workshop	Oceanside Campus
Thu., May 19	4 p.m.	Business Meeting	Oceanside Campus
Thu., Jun. 16	4 p.m.	Retreat/Budget Workshop	Oceanside Campus
Thu., Jun. 23	4 p.m.	Business Meeting	Oceanside Campus
Thu., Jul. 21	4 p.m.	Business Meeting	Oceanside Campus
Thu., Aug. 18	4 p.m.	Business Meeting	Oceanside Campus
Thu., Sept. 8	4 p.m.	Board Workshop	Oceanside Campus
Thu., Sept 15	4 p.m.	Business Meeting	Oceanside Campus
Thu., Oct. 20	4 p.m.	Business Meeting	San Elijo Campus
Thu., Nov. 3	4 p.m.	Workshop	Community Learning Center
Thu., Nov. 17	4 p.m.	Business Meeting	Oceanside Campus
TBD (Dec. 15)	4 p.m.	Organizational Meeting	Oceanside Campus

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

MINUTES OF REGULAR MEETING / WORKSHOP **November 4, 2021**
(DRAFT)

I. CALL TO ORDER
The Board of Trustees of the MiraCosta Community College District met in a special meeting/workshop on Thursday, November 4, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:03 p.m.

II. FLAG SALUTE / ROLL CALL
Board members present:

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

Administrators present:
Vice President Tim Flood
Vice President Charlie Ng
Vice President Denée Pescarmona
Vice President Alketa Wojcik

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA
None.

IV. CHANGES IN AGENDA ORDER
None.

V. PRESENTATIONS AND DISCUSSIONS

A. Educational Master Plan Update
Dean of Research, Planning, and Institutional Effectiveness Christopher Tarman provided information on the Educational Master Plan update process, noting the approach has moved to a more focused, dynamic and useful process. Tarman reviewed the components in the plan document, as well as the need to build into the plan the ability to be adaptable and nimble. Tarman shared the trends in data and higher education were analyzed and revealed that, although the district's service area is becoming more diverse, it is also getting older, which has impacted the college's enrollment. Equity gaps continue to affect course success rates, making it especially important to focus on our efforts with Guided Pathways and the student success teams built around Academic and Career Pathways (ACPs), which will deepen the relationship with students and allow us to intervene and assist students early and often. These practices are similar to those practices that are employed with our Puente, Umoja, and other support programs, and those have proven to be effective. Therefore, scaling up

the efforts with the ACPs makes good sense. MiraCosta has been increasing course completions over time, and we're focused on continuing to build on this increase.

Tarman reviewed some of the strategies in the Educational Master Plan, such as meeting students where they are, creating community, and dismantling systems of equity by broadening access, especially to those who are normally marginalized in the community. Additionally, strategies were shared that will create workforce community partners, foster academic excellence, and demonstrate responsible stewardship and sustainability of college and community resources.

Tarman shared the Futures framework and noted that MiraCosta is the very first community college in the nation to be a part of this work. The group of approximately 60 MiraCostans who expressed an interest in participating in this work are developing skills to build a futures map for the college by identifying signals of what's coming and then planning accordingly. Developing hyflex courses during the pandemic is an example of the adaptable nature we want to foster.

B. Technology Plan Update

Interim Dean of Academic Information Services Dr. Scott Conrad provided an update on the Technology Master Plan development process being used by the Technology Advisory Committee (TAC), a team of 27 MiraCostan's, including faculty, students, classified staff, and administrators. Over 300 laptops and more than 300 hot spots were made available for students in need per semester since the start of the pandemic to help address the digital divide needs of our most economically disadvantaged students. AIS also extended help desk hours, technology training, and deployed additional security tools to increase secure, equitable access for students and help the district address its goals of access, student success, and closing equity gaps.

The district, in collaboration with faculty, students and Student Services, continues to look for ways in which we can leverage technology and offer modality options that meet students where they are. Learning management systems like Zoom and Canvas are also evolving and are providing the opportunity for faculty to optimize their technology experience with students. Bandwidth, accessibility, security, and cost are all challenges that need to be overcome as we continue to incorporate more technology into our teaching processes.

Conrad reviewed emerging trends, and he noted the importance of having institution-wide data management and integrations, as well as keeping up with the demand for technology. More and more of our systems are moving toward the cloud, which helps with our management storage and security. Conrad added we will continue to teach students about being critical consumers of information and assessing the validity of such information.

A final Technology Plan is expected to be brought to the board for approval in May 2022.

VI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

VII. ADJOURNMENT

The board workshop adjourned at 5:27 p.m.

MINUTES APPROVAL:

Rick Cassar Board Vice President	Tim Flood Vice President Administrative Services

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **November 18, 2021**
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, November 18, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:45 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Superintendent/President Sunny Cooke
Vice President Charlie Ng
Legal Counsel Lisa Jensen
Legal Counsel Randy Winet

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:45 p.m., the board announced the need to enter closed session to discuss the following topic:

A. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All

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

- JPA 37-2020-00027243
- JPA 20-05626

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

At 3:55 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All

No action taken.

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

- JPA 37-2020-00027243
- JPA 20-05626

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:55 p.m.

MINUTES APPROVAL:

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, November 18, 2021, via Zoom webinar. President Rick Cassar called the meeting to order at 4:05 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

III. TELECONFERENCING OF MEETINGS (Action Required)

A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361

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

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

IV. APPROVE MEETING MINUTES

A. Regular Meeting of October 21, 2021

By motion of Trustee Broad, seconded by Trustee Merchat, the minutes of the regular meeting of October 21, 2021, were approved.

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

Absent: McNeil

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

None.

VI. CHANGES IN AGENDA ORDER

None.

Trustee McNeil arrived – 4:10 p.m.

VII. PRESENTATIONS

A. Presentation of Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees

Christopher Skinnell, partner at Nielsen Merksamer Parrinello Gross & Leoni, LLP, Attorneys at Law, and Douglas Johnson, president of National Demographics Corporation (NDC), presented the board and the public with three proposed approaches to readjusting the trustee area lines to rebalance the populations of the areas in accordance with direction received from the board at prior meetings.

Skinnell reported that the proposed maps were focused on equal population, and all fall within the legal ten percent limit. Communities of interest were taken into consideration in redrawing the maps. In each of the proposed maps, trustees currently serving would remain in their existing areas.

Johnson reviewed each of the three map options and said that the least amount of change could be seen in map C. The board's redistricting subcommittee reported that they were in favor of maps A and B as better options. After discussion, the board agreed to take more time to review all three options and have further discussion at the December board meeting, once all board members have had ample time to review. Trustee Pedroza asked the board to consider putting value on the subcommittee's recommendation, as they have already spent considerable time in reviewing all three maps.

B. Report on Student Success and Equity Metrics

Dean of Research, Planning, and Institutional Effectiveness Chris Tarman provided an overview of the most recent metrics and trends from the Student Success Metrics Launchboard (which supports the CCCCO Vision for Success), ACCJC Institution-Set Standards, and leading and lagging indicators from the college's first time in college cohorts in the Guided Pathways Dashboard.

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Classification of New Position
C. Approve MiraCosta Community College District Classified Employee Manual
D. Ratify Memorandum of Understanding 21-02 with the Classified Senate
E. Approve Increase to Hourly Pay Rates Effective January 1, 2022
F. Approve Stipend for Classified Administrators and Classified Confidential Administrators
G. Approve Curriculum for 2022-2023 Catalog, Part I

H. Ratify Purchase for Technology Equipment and Peripherals

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

J. Ratify and Approve Contracts and Purchase Orders—September 30, 2021, through October 29, 2021

K. Approve Release Time for Classified Staff Recognition

By motion of Trustee Pedroza, seconded by Trustee Broad, consent items A through K were approved.

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

IX. ACTION ITEMS

A. Public Hearing 4:30 p.m. – Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees

By motion of Trustee McNeil, seconded by Trustee Broad, the board conducted a public hearing and provided guidance to prepare the maps for the next scheduled meeting on this topic on January 27, 2022, at which time it is anticipated that the board will conduct a further public hearing and adopt a final map for elections beginning in November 2022.

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

B. Establish Date and Time of Annual Organizational Board Meeting

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board approved Thursday, December 16, 2021, at 4 p.m. as the date and time of the annual organizational board meeting.

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

C. Approve Not to Exceed Guaranteed Maximum Prices and Corresponding Change Orders to Design-Build Services Contracts for the Oceanside Health and Wellness Hub Projects: New Gymnasium Project and Allied Health Project

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board approved a not to exceed Guaranteed Maximum Price of $30,556,112 for Construction Phase Services of the New Gymnasium Project and a not to exceed Guaranteed Maximum Price of $19,541,037 for Construction Phase Services of the Allied Health Project as stated.

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

X. INFORMATIONAL ITEMS

A. First Quarter Fiscal Report

The first quarter fiscal report was provided for information.

B. Annual Financial Budget Report

The Annual Financial and Budget Report was provided for information.

XI. COLLEGE-RELATED REPORTS

A. Trustee Activities

Trustees Broad, Merchat, Cassar, and McNeil attended the San Elijo Open House and reported it was extremely well done, and they were happy to see so many community members attend the event. Trustee Pedroza joined Dr. Cooke at the La Colonia Dia De Los Muertos event. Trustee Broad attended the Foundation retreat and the November 3 Futures training. Trustee Merchat attended both of the November Futures trainings and reported that he was extremely happy with the outcome thus far, as well as the concept of building community that came from these meetings.

B. Students

Student Trustee Alma Cuevas reported the ASG finance committee updated the funding request rubric that was adapted from the Budget and Planning committee. The Legislative Affairs committee is engaging in trainings around resolutions in prep for the Spring SSSC general assembly, and they are working with Health Services to promote the SHINE app, to provide students with free wellness resources. ASG co-hosted and supported many successful events last month including domestic violence awareness, the ICC pumpkin drive-through, and they provided 25 turkeys at the farmer's market for students. Cuevas congratulated ASG Executive Vice President John Siebelink, who presented for the first time at the professional conference in Las Vegas last weekend and announced that she graduated from the HOPE program yesterday.

C. Classified Employees

Classified Senate President Carl Banks reported the Classified Senate approved a shared governance resolution with the classified confidential employees. Banks congratulated the members of the new leadership cohort, Susan Corley, Yurico Jimenez, France Cruz, Dulce Gangani, and Gina Hansen, and he invited all MiraCostans to attend the year end celebration set for December 10 and thanked the board for approving the release time for the event.

D. Faculty

President Cooke read a statement from Academic President Luke Lara that reported the following items of interest:

Leila Safaralian, Robin Allyn, Jim Julius, Maria Figueroa, and Luke Lara attended the Academic Senate for California Community Colleges fall 2021 hybrid plenary, and there continues to be focus on culturally responsive curriculum, student services, student support, equity driven systems, and transfer. There is greater emphasis on legislative advocacy and partnership with the Faculty Association for California Community Colleges, community college system partners, and higher education intersegmental partners. Several sessions focused on Open Education Resources and Zero Textbook Cost Degrees, Ethnic Studies, accessibility and equity, transfer, hiring and EEO regulations, leadership, partnering with unions to embed DEI expectations in evaluations, and partnering with students.

E. Vice Presidents

1. Instructional Services

Vice President Pescarmona submitted a written report.

2. Student Services

Vice President Wojcik reported that enrollment for the spring semester has begun, and Student Services is working on some new strategies due to Covid.

3. Administrative Services

Vice President Tim Flood reported the end of year financial audit is still in progress and will finish up by the end of this year or early January. He also reported that a student housing feasibility grant for $200,000 has been submitted and we should hear back on that in March.

4. Human Resources

Vice President Ng reported DI work is progressing in a few key areas including the campus climate survey working group and training, and the department is busy getting ready for Covid for spring of 2022. He thanked his staff for all the work that they're doing in Human Resources and Payroll.

F. Office of the President

Superintendent/President Cooke reported that great work is happening all over the district on behalf of our students, including the work being done preparing for the Aspen Prize competition and two accreditation visits. She asked Director of Communications and Governmental Affairs Kristen Huyck to give a brief update on the redistricting going on throughout the state and county.

Dr. Huyck reported that, as well as MiraCosta College, the state and the county are looking at their boundaries right now. The maps for the Congressional district, as well as the State Assembly and Senate, were released on November 10. Currently, MiraCosta College is represented in large part by Congressional District 49, and the seat is currently represented by Mike Levin. The college is largely represented by State Senate District 36 that runs from the southern portion of Encinitas up the coast and is represented by Senator Patricia Bates, who is termed out. MiraCosta District from Solana Beach south into Del Mar is in District 39, which is represented by Senator Toni Atkins.

The drafted boundaries would divide MiraCosta District boundaries into two areas farther north. The Cities of Oceanside and Vista would be included in a largely Orange County District. MiraCosta's Carlsbad South would make up the second Assembly District that would run along the coast down to Imperial Beach. The drafted District does not pick up as much of the City of San Diego, the current Assembly District 78.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. ADJOURNMENT

The meeting adjourned at 6:36 p.m.

MINUTES APPROVAL:

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

Subject: **Discussion of Proposed Maps Realigning Trustee Areas to Equalize Population and Otherwise Comply with Criteria Adopted by the Board of Trustees**	**Attachment:** **1.) Draft Maps A, B, and C** **2.) Link to Interactive Map**
Category: **Presentations**	**Type of Board Consideration:** **Information** ✓ **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

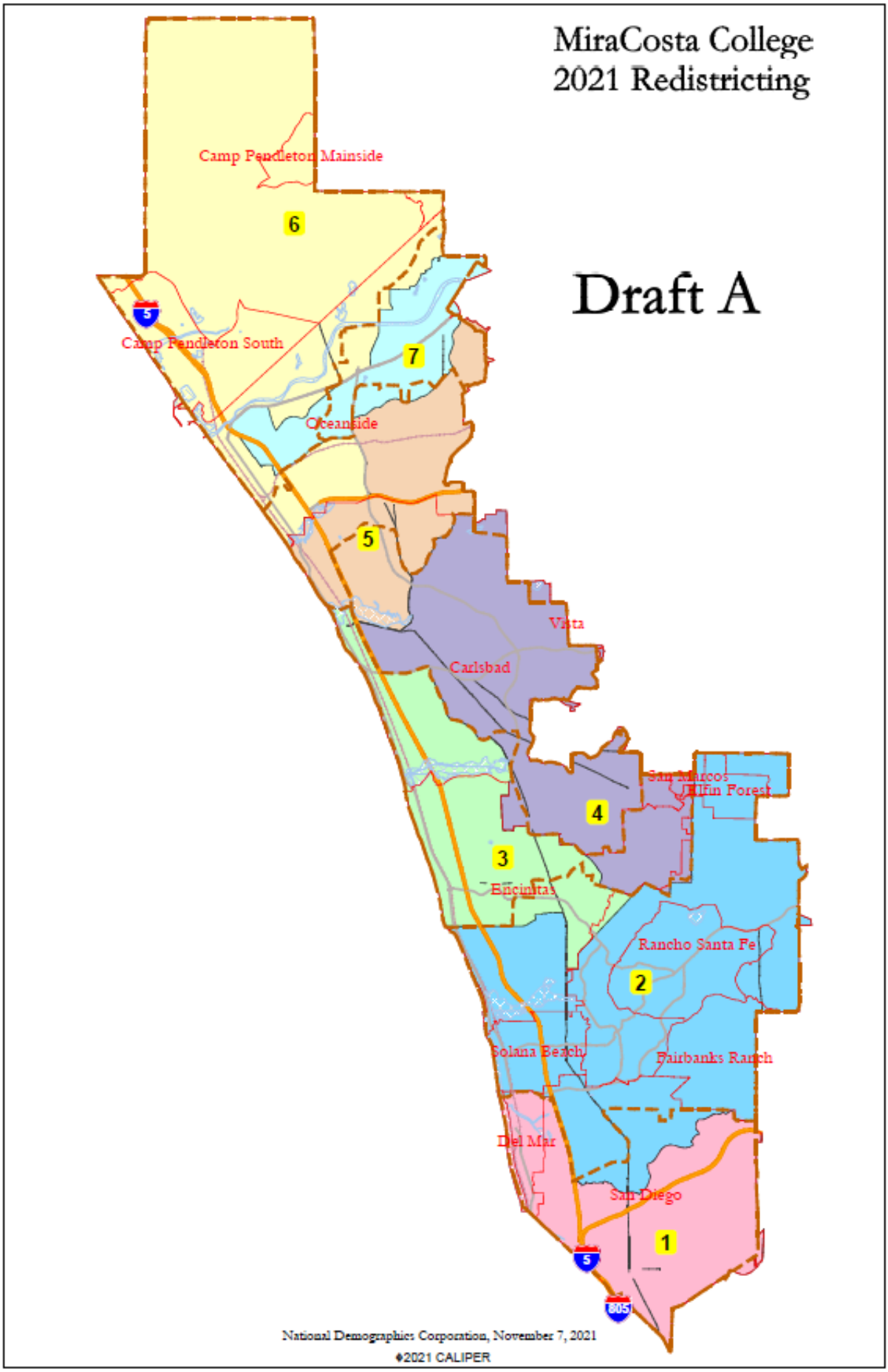
MiraCosta Community College District has engaged the services of National Demographics Corporation ("NDC") to serve as the district's demographic consultant in connection with the District's post-Census readjustment of Board of Trustee electoral areas, in compliance with Education Code §5019.5 and state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

STATUS

The Board of Trustees will have the opportunity to discuss and ask questions about the maps proposed by NDC in an effort to readjusting the trustee area lines to rebalance the populations of the areas in accordance with direction received from the board at prior meetings.

RECOMMENDATION

For information only.


MiraCosta College
2021 Redistricting
Draft A
Camp Pendleton Mainside
Camp Pendleton South
Oceanside
Vista
Carlsbad
San Marcos
Dulin Forest
Encinitas
Rancho Santa Fe
Solana Beach
Fairbanks Ranch
Del Mar
San Diego
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National Demographics Corporation, November 7, 2021
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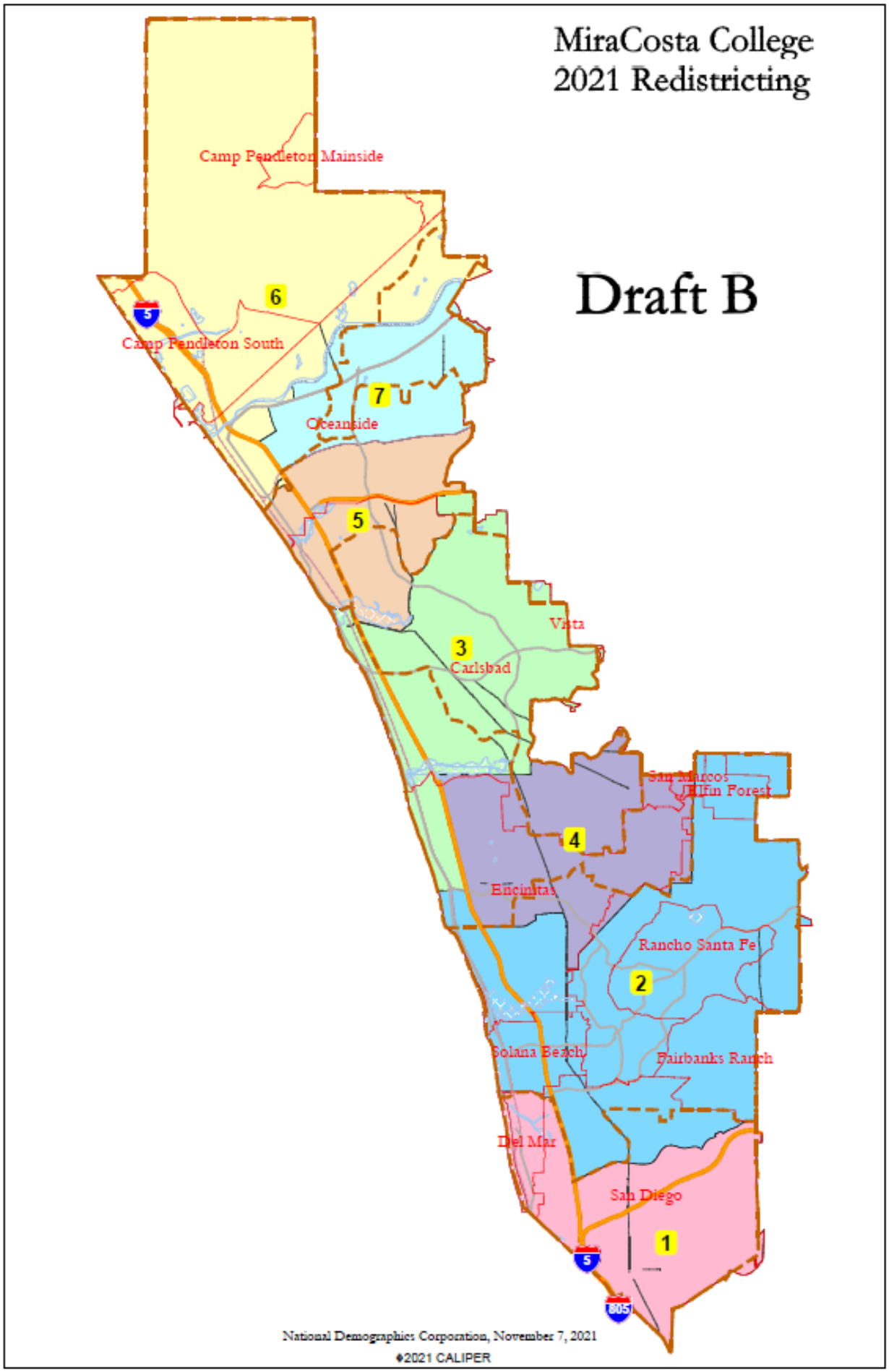
Draft A									
District		1	2	3	4	5	6	7	Total
	Total Pop	57,184	58,146	60,516	57,057	60,925	59,738	60,388	413,954
	Deviation from Ideal	-1,952	-990	1,380	-2,079	1,789	602	1,252	3,868
	% Deviation	-3.30%	-1.67%	2.33%	-3.52%	3.03%	1.02%	2.12%	6.54%
Total Pop	% Hisp	9.1%	10%	15%	14%	24%	30%	48%	22%
	% NH White	54%	71%	73%	69%	61%	51%	33%	59%
	% NH Black	2%	1%	1%	2%	3%	6%	5%	3%
	% Asian-American	32%	14%	8%	12%	8%	7%	9%	13%
Citizen Voting Age Pop	Total	35,254	40,433	45,792	38,542	44,673	41,230	41,450	287,373
	% Hisp	8%	8%	11%	11%	18%	23%	38%	17%
	% NH White	67%	82%	81%	78%	70%	62%	44%	69%
	% NH Black	2%	1%	1%	2%	3%	7%	8%	3%
	% Asian/Pac.Isl.	22%	9%	7%	9%	8%	6%	9%	10%
Voter Registration (Nov 2020)	Total	35,968	42,280	43,921	40,177	40,988	31,448	31,560	266,342
	% Latino est.	6%	6%	8%	8%	16%	21%	34%	13%
	% Spanish-Surnamed	5%	5%	7%	8%	15%	20%	31%	12%
	% Asian-Surnamed	17%	6%	4%	6%	3%	2%	2%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%	2%	1%
	% NH White est.	75%	87%	88%	84%	78%	70%	55%	78%
	% NH Black	1%	1%	1%	2%	3%	6%	9%	3%
Voter Turnout (Nov 2020)	Total	32,142	38,111	39,901	36,512	35,660	25,765	25,304	233,395
	% Latino est.	5%	5%	7%	8%	15%	20%	31%	12%
	% Spanish-Surnamed	5%	5%	7%	7%	14%	18%	29%	11%
	% Asian-Surnamed	17%	6%	4%	6%	3%	2%	2%	6%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%	2%	1%
	% NH White est.	76%	87%	88%	84%	79%	71%	57%	79%
	% NH Black	1%	1%	1%	2%	3%	5%	9%	3%
Voter Turnout (Nov 2018)	Total	23,448	30,155	32,226	28,222	26,751	17,976	17,489	176,267
	% Latino est.	5%	5%	7%	7%	13%	17%	28%	10%
	% Spanish-Surnamed	4%	5%	6%	7%	12%	16%	26%	10%
	% Asian-Surnamed	14%	5%	3%	5%	2%	2%	2%	5%
	% Filipino-Surnamed	1%	0%	1%	1%	1%	1%	2%	1%
	% NH White est.	79%	89%	89%	86%	81%	74%	60%	82%
	% NH Black est.	1%	1%	1%	2%	3%	5%	9%	2%
ACS Pop. Est.	Total	54,446	55,869	61,358	55,063	59,634	58,062	64,450	408,881
Age	age0-19	28%	23%	22%	29%	22%	26%	26%	25%
	age20-60	56%	49%	51%	49%	54%	56%	56%	53%
	age60plus	16%	28%	27%	22%	24%	18%	18%	22%
Immigration	immigrants	29%	20%	13%	16%	15%	14%	22%	18%
	naturalized	64%	57%	64%	70%	59%	56%	47%	59%
Language spoken at home	english	66%	77%	83%	82%	79%	79%	55%	74%
	spanish	6%	7%	10%	8%	14%	15%	38%	14%
	asian-lang	16%	8%	3%	5%	3%	4%	5%	6%
	other lang	12%	8%	4%	5%	4%	2%	2%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	10%	7%	5%	6%	7%	7%	18%	8%
Education (among those age 25+)	hs-grad	16%	23%	26%	24%	40%	47%	48%	32%
	bachelor	35%	35%	37%	35%	28%	23%	17%	30%
	graduatedegree	44%	33%	27%	28%	17%	11%	7%	24%
Child in Household	child-under18	41%	31%	28%	39%	27%	34%	34%	33%
Pct of Pop. Age 16+	employed	70%	61%	64%	65%	67%	71%	68%	67%
Household Income	income 0-25k	6%	9%	11%	7%	11%	13%	17%	11%
	income 25-50k	7%	11%	12%	11%	15%	25%	24%	15%
	income 50-75k	7%	11%	13%	10%	16%	18%	20%	14%
	income 75-200k	42%	38%	41%	42%	44%	37%	36%	40%
	income 200k-plus	38%	32%	24%	31%	14%	7%	4%	21%
Housing Stats	single family	69%	75%	77%	75%	64%	68%	61%	70%
	multi-family	31%	25%	23%	25%	36%	32%	39%	30%
	rented	35%	33%	36%	27%	47%	55%	51%	41%
	owned	65%	67%	64%	73%	53%	45%	49%	59%

Total population data from the 2020 Decennial Census.

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

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


MiraCosta College
2021 Redistricting
Draft B
Camp Pendleton Mainside
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Vista
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Carlsbad
San Marcos
Elfin Forest
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Encinitas
Rancho Santa Fe
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Solana Beach
Fairbanks Ranch
Del Mar
San Diego
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National Demographics Corporation, November 7, 2021
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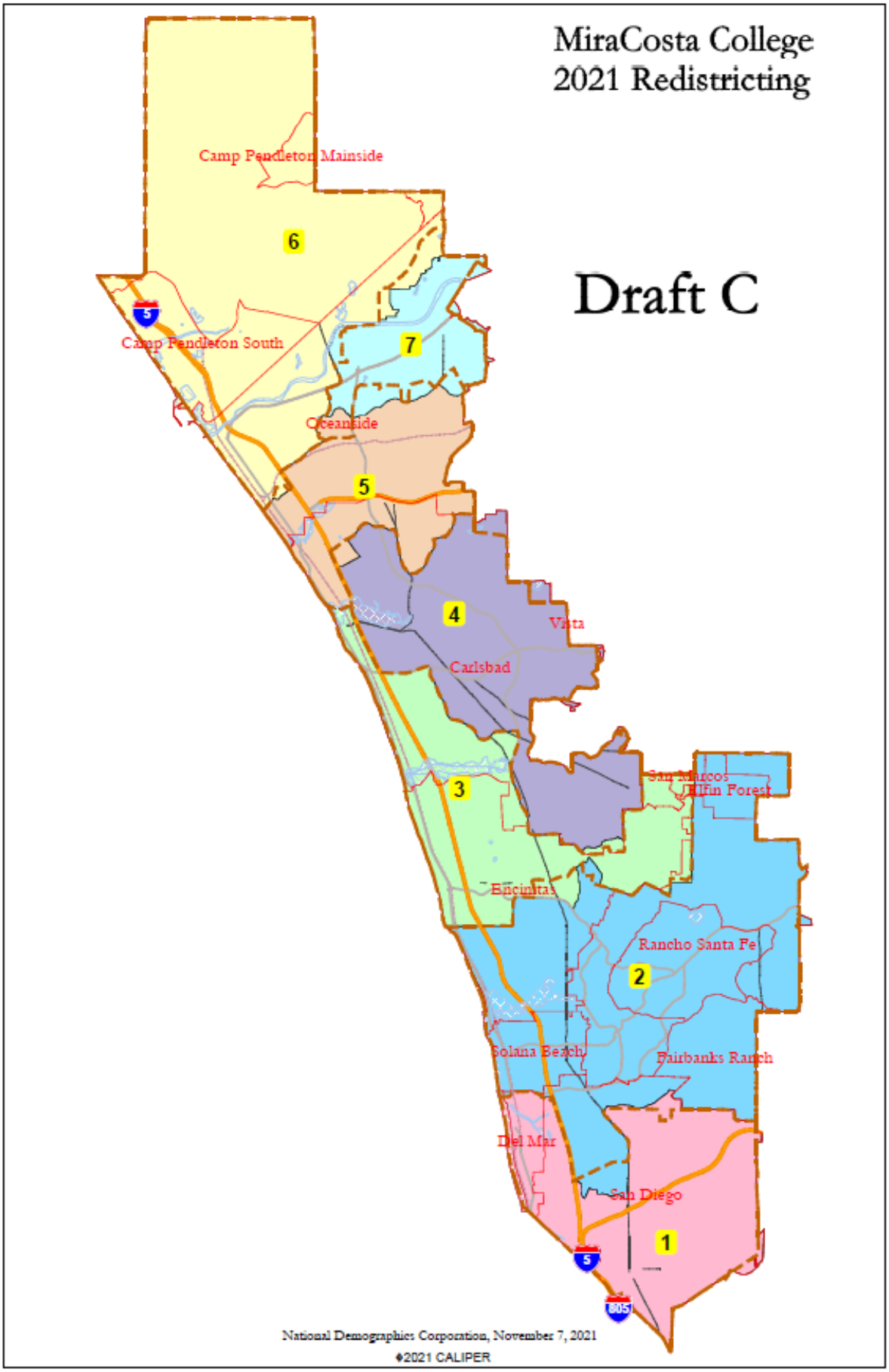
Draft B

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

Total population data from the 2020 Decennial Census.

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

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


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

Total population data from the 2020 Decennial Census.

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

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

Subject: **Foundation Overview and FY 2021 Accomplishments**	**Attachment:** **PowerPoint Presentation**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The board of trustees is provided periodic updates of programs and projects.

STATUS

A recap of the MiraCosta College Foundation accomplishments over the past year will be provided, and the institutional advancement structure will be reviewed.

RECOMMENDATION

For information only.

This CHANGES EVERYTHING
The Campaign for MiraCosta College

OFFICE OF INSTITUTIONAL ADVANCEMENT ANNUAL UPDATE

December 16, 2021

This CHANGES EVERYTHING
The Campaign for MiraCosta College

MiraCosta College Foundation Board

Alec Babiarz,
President

Raye Clendening,
Vice President

Matthew Adams
Julie Ames
Bruce Bandemer
Dr. Bill Cardoso
Bessie Chin
Jimmy Figueroa
Dr. Barry Johnson
Dr. Janice Kurth
Stephen "Hap" L'Heureux
David McGuigan
Karen Pearson
Valencia "Val" Saadat
Sudershan Shaunak
Tim Snodgrass
Denise Stillinger
Kimberly Troutman
Dr. Sharon Wiback

Dr. David Broad, BOT Liaison

This CHANGES EVERYTHING
The Campaign for MiraCosta College

Institutional Advancement

Public Information

- Public relations
- Government affairs
- Marketing
- Print & publications
- Photographic services
- Internal & external communication
- Graphic design
- Community & alumni affairs

Development

- Secures donations from individuals, businesses, corporations, foundations, grant makers and alumni
- Creates planned giving agreements
- Writes grant proposals
- Administers CRM relationship management systems.

Foundation

- Champions MCC's priorities
- Carries out fiduciary responsibilities
- Provides fundraising campaign leadership
- Accepts gifts
- Steers the organization toward a sustainable future

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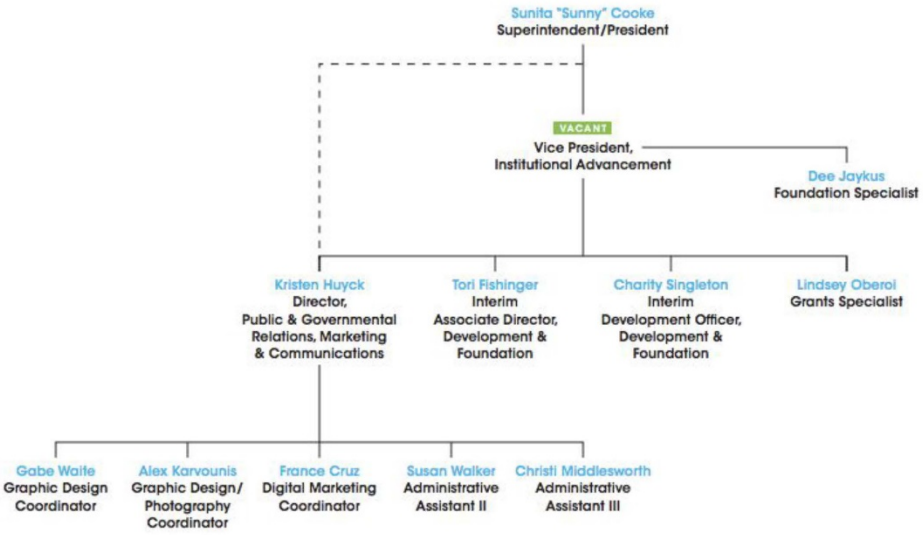
The Campaign for MiraCosta College

Organizational Chart



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Foundation Update:
This Year's Accomplishments

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Accomplishments of 2020/21

Student Support:

- Awarded **$442,077** in scholarships to **368** students
- **$40,000** to campus programs through innovation grants
- Provided **$145,476** in direct aid including emergency grants and technology support.

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The Campaign for MiraCosta College

ACCOMPLISHMENTS OF 2020/21

Growth:

- Total asset growth by 80% from **$18 million** in FY 19/20 to **$22.5 million** in FY 20/21.
- Revenue including contributions, gifts-in-kind and investment gains, increased from **$3 million** in FY 19/20 to **$5.6 million** in FY 20/21.
- Investment gains of **$4,506,517** during FY 20/21 from $590,549 in FY 19/20.

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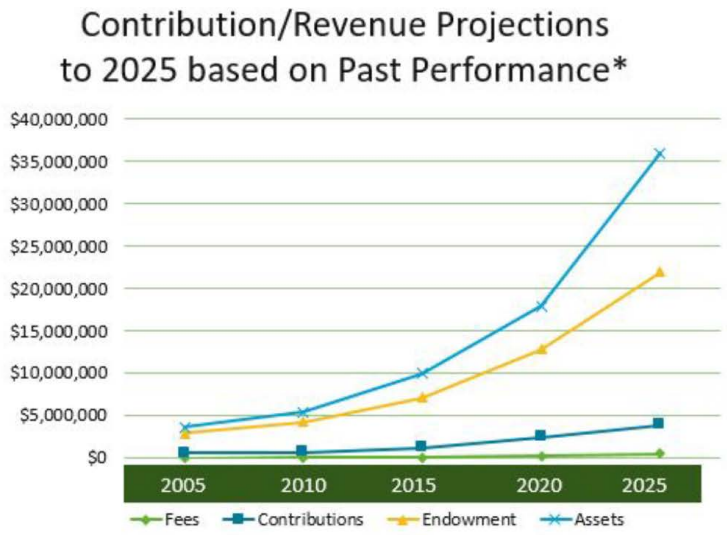
We Are On Track!



*Assumes continued growth in staff and in growing the endowment

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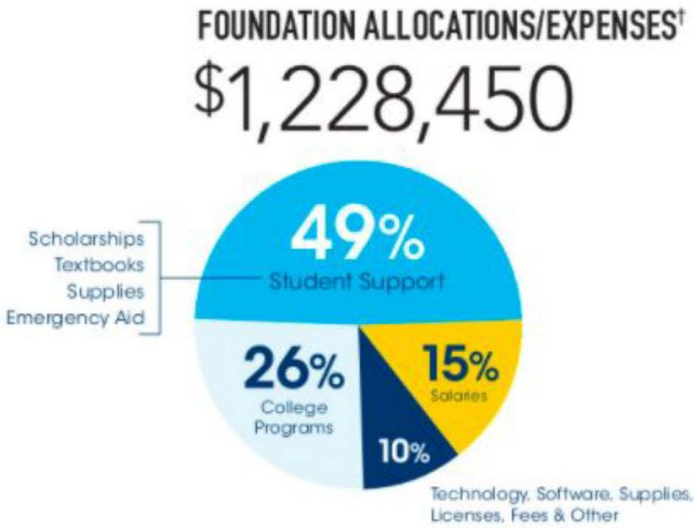
Fiscal Year 20/21



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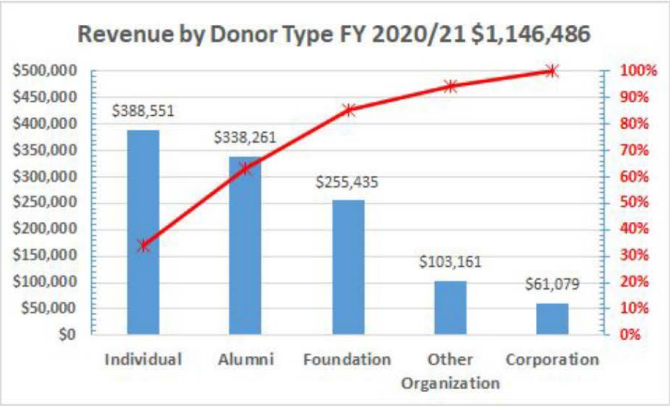
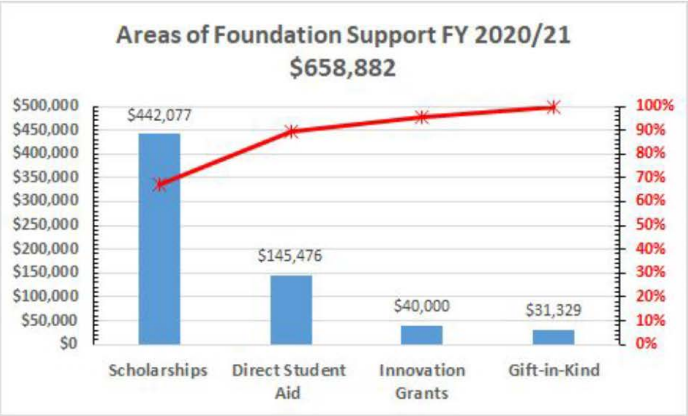
Foundation's Funds

Direct Student aid – textbooks, food assistance, emergency grants, technology support.
Other organizations – government entities, community college districts, local community clubs, crowdsource funding platforms, etc.





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Review of the Comprehensive Campaign

This CHANGES EVERYTHING
The Campaign for MiraCosta College

Comprehensive Campaign Goals

The Comprehensive Campaign for MiraCosta College is a multi-year campaign with five primary objectives:

1. Increase the overall awareness of the College and its strategic presence within the community.
2. Establish and/or strengthen measurable "value-based relationships" with the College's primary community-based stakeholders.
3. Generate at least $10,000,000 in flexible commitments (or equivalent) to strengthen student success and community outreach.
4. Increases participation in programmatic offerings by the College to the community at large.
5. Generate excitement within the College's student, faculty, and administrative populations.

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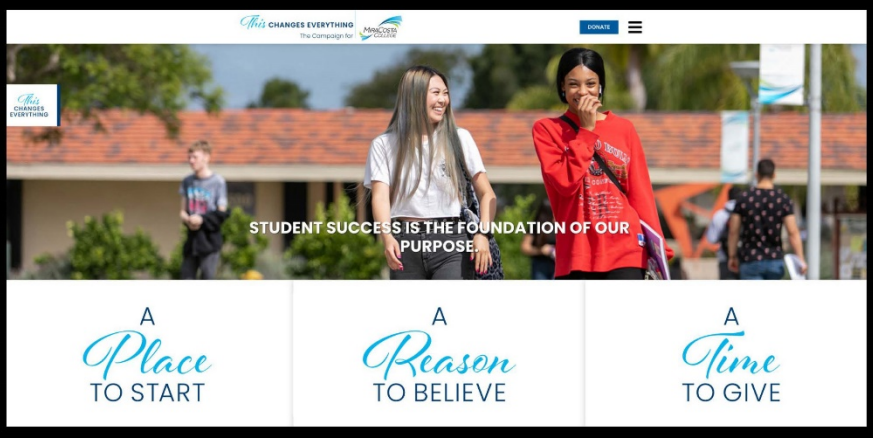
Where the campaign is today.

- Total raised to date in the campaign **$5,803,775** including committed pledges, planned gifts, and gifts of cash.



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The Campaign for MiraCosta College

#GIVING TUESDAY

- Emails, social media posts, electronic newsletters and a personalized Giving Tuesday landing page (miracosta.edu/giving) were part of the communication pieces.
- These efforts raised a total of $17,930 - the most ever raised during this day of giving.

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MiraCosta College
Thank You

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 Charles Lisherness, Instructional Computer Lab Assistant, Technical Services, position P-00241, effective January 21, 2022.

2. Employment of Robert Mueller, Media Services Technician, position P-00282, salary range 23, step 1, $5,695.50 per month, full-time, 12 months per year, effective November 17, 2021. Robert was selected through an open recruitment process.

3. Temporary change of assignment for Cecilia Enyard, Administrative Support Assistant II, Career Center, position P-06168, increase in hours from 18 to 40 hours per week, effective January 1, 2022 – June 30, 2023.

4. Temporary additional assignment for Raul Gonzalez, Instructional Aide, Technical Services, position P-00202, will serve as an Instructional Computer Lab Assistant, Workforce IOA, range 12, step 1, $23.93 per hour, up to 22 hours per week, effective December 17, 2021 – June 30, 2022.

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

   Carlos Carrizosa, Police Officer, position P-00308, will serve as acting Police Sergeant, salary range 34, step 1, $7,823.33 per month, full-time, effective November 16 – November 24, 2021.

   Caroline Bischel, Human Resources Technician, position P-00190, will continue to serve as Training Specialist, salary range 22, step 5, $6,749.33 per month, full-time, effective January 1 – June 30, 2022.

Heidi Willis, Business Systems Analyst, Instructional Services, position P-00096, will serve as Enrollment Database Specialist, range 31, LY18, $10,257.00 per month, full-time, effective January 4 – February 25, 2022.

Gwen Partlow, Instructional Technology Support Specialist, Instructional Services, position P-00247, will serve as Enrollment Database Specialist, range 31, LY21, $10,568.00 per month, full-time, effective January 4 – February 25, 2022.

6. Employee 02024134, in accordance with Board Policy 7345, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the current fiscal year. Pursuant to the Classified Senate WCM, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.

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

Eric	Kovanda	Administration of Justice
Marissa	Mevis	Biology
James	Gappy	Computer Science
Danita	Woo	Drama
Cathy	Nguyen	Graphic Design
Thomas	Nguyen	Physics

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

Employee Name	Job Title	Assignment	Department	Pay Rate	Start	End
Alma Cuevas	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Anri Le Roux	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Carlos Rodriguez Dominguez	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Emmi Bissell	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Hayat Sherif	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Inayah Bint Sadiq Abdulmatee	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
John Siebelink	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Kimberly Barrueta	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Skye Lebreton	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Lizbeth Resendiz Perez	Workshop Presenter	Short-term	Student Equity	$50/hr	12/17/21	12/17/21
Karla Gonzalez	Apprentice I	Short-term	Child Development Center	$15/hr	1/4/22	5/31/22
Kathleen Tom	Apprentice I	Short-term	Child Development Center	$15/hr	1/4/22	5/31/22
Lachaia Preston	Apprentice I	Short-term	Child Development Center	$15/hr	1/4/22	5/31/22
Megan Mahoney	Campus Aide II	Short-term	Theatre and Film	$16/hr	12/17/21	5/21/22
Andrew Joseph Thomton	Campus Aide III	Substitute	Athletics and Intramurals	$18/hr	11/17/21	4/30/22
Jason Belcher	Instructional Assistant	Short-term	Automotive Technology	$26.84/hr	1/24/22	4/29/22
Carissa Root	Administrative Support Assistant I	Short-term	Community Education and Workforce Development	$21.92/hr	1/3/22	6/30/22
Zulma Gemus	Administrative Support Assistant I	Short-term	Community Education and Workforce Development	$21.92/hr	1/1/22	6/30/22

Kris Apple	Accompanist I	Short-term	Dance	$26/hr	1/24/22	5/27/22
Daja Marks	GEAR UP Support Staff III	Short-term	GEAR UP	$17/hr	1/1/22	6/30/22
Hugo Peralta Ramirez	Campus Aide I	Short-term	Honors	$15/hr	1/4/22	5/27/22
Inayah Bint Sadiq Abdulmatee	Campus Aide I	Short-term	Honors	$15/hr	1/4/22	5/27/22
Gladis Onate	Administrative Support Assistant I	Short-term	Human Resources Operations	$21.92/hr	1/4/22	6/30/22
Maricela Venegas	Administrative Support Assistant I	Short-term	Human Resources Operations	$21.92/hr	1/4/22	6/30/22
Shauna Bligh	Administrative Support Assistant I	Substitute	Nursing and Allied Health	$21.92/hr	11/8/21	6/30/22
Graciela Aragon	Campus Aide III	Short-term	School of Continuing and Community Ed	$18/hr	12/17/21	6/30/22
Brianna Morris	Administrative Support Assistant I	Substitute	School Relations/Diversity Recruitment	$21.92/hr	12/8/21	6/30/22
Elvert Vasquez	Administrative Support Assistant I	Short-term	School Relations/Diversity Recruitment	$21.92/hr	1/3/22	6/30/22
Yitza Yepes	Campus Aide III	Short-term	Student Affairs	$19/hr	1/4/22	5/13/22
Verenice Garcia	Campus Aide III	Short-term	Student Services, San Elijo	$19/hr	1/21/22	5/22/22
Salisha Carr	Campus Aide II	Short-term	Theatre and Film	$17/hr	1/24/22	5/27/22
Lizbeth Resendiz Perez	Campus Aide II	Short-term	Transfer Center	$17/hr	1/4/22	6/30/22
Skye Lebreton	Campus Aide II	Short-term	Transfer Center	$17/hr	1/4/22	6/30/22
Kasey Granza	Campus Aide III	Short-term	Career Center	$18/hr	12/17/21	6/30/22
Marienel Pili	Campus Aide III	Short-term	Workforce IOA	$18/hr	12/17/21	6/30/22

RECOMMENDATION

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

Subject:	Attachment:
Approve Request to Destroy Education Records Marked for Destruction-Admissions and Records Office	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Alketa Wojcik, Ed.D. Vice President, Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Education records generated through the Admissions and Records Office are stored in the office and the warehouse until approved for destruction. As required by regulation, the interim Registrar has reviewed the documents recommended for destruction and has certified that they are not in conflict with Title 5 regulations on retention of records. Title 5, §§59027 and 59028, require that a list of records recommended for destruction must be approved for destruction by the board of trustees.

STATUS

The following records are ready for destruction. All of the records are designated as Class 3 disposable. Class 3 records may be destroyed after three years. The documents that were originally Class 1 and 2 permanent documents have been scanned.

Document Type	Date	Boxes	Class	Scanned	Expiration
Academic Renewal	2016 and 2017	0.4	3	Yes	7/1/2021
Add/Drop Cards	2017	1	3	Yes	7/1/2021
Cal Grant GPA Verifications	2017	0.3	3 was 1	Yes	7/1/2021
Certificate of Proficiency	2016 and 2017	0.3	3 was 1	Yes	7/1/2021
Challenge Forms	Spring 2016 - Spring 2017	0.5	3	Yes	7/1/2021
Challenge Forms	Summer and Fall 2017	0.4	3	Yes	7/1/2021
Change of Data	2017	1	3 was 1	Yes	7/1/2021
Change of Information	2016 and 2017	2	2	Yes	7/1/2021
Class Reassignments	2010 - 2017	0.2	3 was 1	Yes	7/1/2021
Concurrent Enrollment Forms	2017	1	3	Yes	7/1/2021
Credit Applications	2017	4	3 was 1	Yes	7/1/2021
CSU/IGETC Certifications	2017	0.3	3	Yes	7/1/2021
Duplicate Diploma/Certificate Requests	2016 and 2017	0.3	3 was 1	Yes	7/1/2021
Educational High School Updates	2014 - 2017	0.2	3	Yes	7/1/2021
Enrollment Cards	2016 and 2017	0.2	3	Yes	7/1/2021
Enrollment Verification Forms	2017	1.5	3	Yes	7/1/2021
Graduation Petititons (Grad Evals)	2017	8	3 was 1	Yes	7/1/2021
High School Principal's Signatures	2006 - 2015	0.5	3	Yes	7/1/2021
Incoming Official Transcripts	August 1, 2015 – July 31, 2017	15.5	3	Yes	7/1/2021
Late Add Petitions	2013 - 2017	0.2	3	Yes	7/1/2021
Minor's Petition	2016 and 2017	0.2	3	Yes	7/1/2021
NonCredit AHSDP Grade Rosters	2011 - 2017	0.5	3 was 1	Yes	7/1/2021
NonCredit AHSDP Graduation Packets	2012 - 2017	1.5	3 was 1	Yes	7/1/2021
NonCredit Applications, Drop Rosters, Minor and Concurrent Permits, Add/Drop Cards			3	Yes	7/1/2021
Petition for Pass/No Pass	2016 and 2017	1	3	Yes	7/1/2021
Release Forms - Student Information	2011 - 2017	0.2	3 was 1	Yes	7/1/2021
Repeat Forms	Summer 2012 - 2017	0.2	3	Yes	7/1/2021
Requisite Review Forms	2017	6	3	Yes	7/1/2021
Substitution/Waiver Forms	2017	0.2	3	Yes	7/1/2021
Time Conflict Approval Forms	2011 - 2017	0.2	3	Yes	7/1/2021
Transcript Requests	February 1, 2016 – September 30, 2017	1	3	Yes	7/1/2021
Update to Academic Record	2016 and 2017	0.2	3 was 1	Yes	7/1/2021
Total Boxes		**49**			

RECOMMENDATION

Approve request to destroy education records, as listed above.

Subject: **Notice of Completion - Bid #MM-20-013 OC Admin Swing Space**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

On November 4, 2021, Hamel Contracting, Inc. completed all the work associated with Bid #MM-20-013 OC Admin Swing Space project. The original construction contract amount for Hamel Contracting, Inc. was $1,974,008 and the total change order amount for this project was $88,098.31. This project had a final construction cost of $2,062,106.31.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Approve and execute Notice of Completion for the Bid #MM-20-013 OC Admin Swing Space Project No. 04244.

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

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. ($96,700), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

The policy also requires that no matter what the expected dollar value of a contract for legal or public auditing services, such a contract will be presented to the board for prior approval, unless it is determined by the superintendent/president and the vice president, administrative services, that time is of the essence and that the district's best interests are best served by issuing a contract on an immediate basis. Any such contract issued under these circumstances shall be brought forward to the board for formal approval at the next board meeting.

In accordance with Public Contract Code §22000 et seq. and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Accounting Act (CUPCCAA) with a current bid limit of $200,000 for construction.

STATUS

The Purchasing and Material Management Department has attached the latest monthly summary of the contracts and purchase orders for the board's ratification and approval as a consent item.

RECOMMENDATION

Ratify and approve contracts and purchase orders, as listed in the attachment.

Contract and Purchase Order Ratification List
October 30, 2021 through November 22, 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**
21003166	TrueLine	Tennis Court Repair and Surfacing (Fac)	$56,376.30
21003298	Maurice Gannon	OCN3600 and OC4500 Seat Walls (Fac)	$14,740.00

In accordance with BP/AP 6340—Bids and Contracts, Emergency Repair Contracts Without Bid, the following transactions were procured when repairs or alternations are necessary to continue existing classes or to avoid danger of life or property.

Emergency Repair Contracts Without Bid			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

POs from $25,000 – $96,700			
PO #	**Vendor**	**Description**	**Amount**
21003063	EMD Millipore Corporation	Contract Services (Biotech)	$30,813.80
21003104	Class Leasing LLC	Temp facility (Fac)	$36,600.00
21003118	Lab Archives LLC	Software License (Chem)	$92,400.00
21003121	CDW-G	Technology Equipment (STEM)	$57,517.45
21003137	Nick Schrock	Consulting (SWP Grant)	$30,000.00
21003152	Cole-Parmer Instrument Company	Equipment (Chemistry)	$33,611.63
21003179	Sweetwater Sound Inc	Equipment (Music)	$35,932.68
21003203	Sweetwater Sound Inc	Equipment (Theater and Film)	$38,730.92
21003220	North State Environmental	Contract Services (Fac)	$40,577.50
21003224	Diagenode, LLC	Equipment (Bio)	$29,213.05
21003245	Luminex Corporation	Equipment (Bio)	$62,944.81
21003246	VWR International LLC	Equipment (Bio)	$68,564.85
21003252	EMD Millipore Corporation	Equipment (Bio)	$33,316.54
21003273	Parron Hall Office Interiors	Furniture (FAC)	$78,849.96
21003281	National Demographics Inc	Contract Services (Pres)	$55,000.00
21003289	Computers 2 SD Kids	Stud Fin Aid - Non Cash (Lib)	$30,000.00
21003322	B&H Photo-Video Inc	Equipment (Theatre)	$50,809.43

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**
21003066	Study Smart Tutors Inc	Contract Services (Gear-Up)	$18,500.00
21003067	BankMobile Disbursements	Software Maintenance (AIS)	$13,500.00
21003103	Foundation for California Community Colleges	Consulting Firms or Individuals (AS)	$10,000.00
21003153	Advanced Web Offset	Printing (CCE)	$16,275.13
21003165	CDW Government Inc	Software Maintenance (AIS)	$21,377.52
21003185	Luciteria Inc	Supplies (Chem)	$11,163.16
21003264	CDW-G (Punchout)	Technology Equipment (Chem)	$15,251.56
21003285	Liesl Boswell	Consulting Services (Inst Svs)	$12,146.50

21003292	VWR International LLC	Supplies (Bio)	$15,510.14
21003294	CENGAGE Learning Inc / Gale	Library E-Resources (Lib)	$23,162.63

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**
21003065	GST Inc	Technology Equipment (Voc Ed)	$6,271.31
21003089	Amazon	Instructional Supplies (Comp Sci)	$6,143.33
21003096	CDW-G	Technology Equipment (Voc Ed)	$8,154.43
21003099	CDW-G	Supplies (Pol)	$5,641.29
21003132	VWR International LLC	Instructional Equipment (Chem)	$9,046.48
21003141	CDW-G	Technology Equipment (Art)	$8,113.29
21003156	Freeform Clay and Supply	Equipment (Art)	$5,720.80
21003253	Liesl Boswell	Consulting (Instruction)	$7,425.00
21003315	B&H Photo-Video Inc	Equipment (Career Ed)	$6,902.49

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

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

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

MOUs and Grants			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

Total Contract Expenditures: $1,096,303.98
Ratify MCC purchase orders 21003053 through 21003323.

Capital Improvement Program Contract and Purchase Order Ratification List
October 28, 2021 through November 22, 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**
21003306	Division of the State Architect	04202 Design Plan Check Review (OC)	$228,320.00

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**
21003234	CDW Government, Inc.	04001 IT Equipment (CLC)	$10,704.15
21003304	B&H Photo-Video, Inc.	04004 Equipment (CLC)	$16,579.97
21003307	GST, Inc.	04004 Equipment (CLC)	$20,732.55
21003316	Bell Blueprint	04206 FY21/22 Printing Services (OCN)	$24,897.50

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include use of pre-existing contracts or negotiation to provide maximum value to the district.

POs from $0 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
21003035	CDW Government, Inc	04212 Equipment for Strong Workforce Lab (OC)	$8,154.43
21003037	CDW Government, Inc	04109 IT Equipment (SAN)	$8,594.77
21003082	CDW Government, Inc.	04004 Media Equipment (CLC)	$2,166.95
21003084	CDW Government, Inc.	04244 Media Equipment (OC)	$3,268.72
21003085	CDW Government, Inc	04244 Media Equipment (OC)	$7,078.26
21003230	Bell Blueprint	FY21/22 Printing Services (SAN)	$5,387.50
21003231	Union Tribune Publishing Co.	FY21/22 Bid Advertising (OC)	$4,000.00
21003232	Union Tribune Publishing Co.	FY21/22 Bid Advertising (CLC)	$2,000.00
21003233	Dell Marketing L P	04001 IT Equipment for Student Svcs. (CLC)	$3,991.32
21003236	Union Tribune Publishing Co.	03722 FY21/22 Program-wide Bid Advertisement	$2,500.00
21003238	CDW Government, Inc.	04004 IT Equipment (CLC)	$4,660.16
21003239	CDW Government, Inc	04109 IT Equipment (SAN)	$5,200.33
21003241	Bell Blueprint	FY21/22 Printing Services (CLC)	$1,623.75
21003301	Dell Marketing L P	04001 IT Equipment (CLC)	$409.12
21003308	Dell Marketing L P	04001 IT Equipment (CLC)	$2,646.40
21003310	247ergo	04102 Furniture (SAN)	$518.40
21003311	CDW Government Inc.	04001 Media Equipment (CLC)	$2,185.13

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
21002761	CDW Government, Inc.	04208 Change Order 1 (OCN)	$1,580.14

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**
20000594	Balfour Beatty Construction, LLC	04208 Change Order 9 (OCN)	$30,198.00
20000595	Swinerton Builders	04203 Change Order 11 (OCN)	$18,095.00
20000595	Swinerton Builders	04203 Change Order 12 (OCN)	$105,421.00
20001813	Conant Company, Inc.	04109 Change Order 4 (SAN)	$67,197.91
20001813	Conant Company, Inc.	04109 Change Order 6 (SAN)	$108,206.13
21001232	Align Builders, Inc.	04103 Change Order 3 (SAN)	$77,700.30

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**
21003083	Pro Link Engineering, Inc	04215 Specialty Consulting (OC)	$3,464.00
21003240	DLR Group, Inc.	04206 Wayfinding and Signage Master Plan Design Services (OC)	$74,700.00
21003305	Shadpour Consulting Engineers, Inc.	04202 Architectural Services (OC)	$38,000.00

MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000772	SGPA Architecture & Planning	04004 Change Order 13 (CLC)	$5,644.50

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

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

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

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

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

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

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

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

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

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

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

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

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

MM-19-014 – Special Inspection Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21001257	Altas Technical Consultants, LLC	04102/04103 Inspection Services (SAN)	$46,107.25
21003309	Chem Pro Laboratory, Inc.	04203 Testing Services (OC)	$10,000.00

MM-19-014 – Special Inspection Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
21000065	Construction & Inspection Services, LLC	04004 Change Order 1 (CLC)	$16,320.00

Total Contract Expenditures: $968,253.64
Ratify purchase orders — 21003234, 21003304, 21003307, 21003316, 21003035, 21003037,21003082,21003084 - 21003085, 21003230 – 21003233, 21003236, 21003238 – 21003239, 21003241, 21003301 21003306, 21003308,21003310 - 21003311
Ratify purchase orders (Task Orders) — 21001257,21003083, 21003240, 21003305, 21003309
Ratify purchase orders (Contracts) — no entries this month

Subject: **Approve Change Order to Ahrens Mechanical's Contract for Underground Utilities Project at San Elijo Campus; and Approve Resolution No. 7-21/22**	**Attachment:** • **Resolution No. 7-21/22** • **21002140_PO Change Order 1**
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

Ahrens Mechanical ("Ahrens") was awarded a contract for the construction of the Underground Utility Project at the San Elijo Campus at the July 15, 2021, board meeting. A formal bid (Bid. No. MM-21-005) was conducted for this project in compliance with Public Contract Code Section 20651 and Ahrens was the lowest responsive, responsible bidder with a total bid amount of $970,700. A notice to proceed was issued to Ahrens by the district for work to commence on July 29, 2021.

Subsequent to the commencement of work, Aherns discovered that the project site's soil conditions were unstable due to an unforeseen water table and could therefore not withstand the weight and size of the project's storm trap as designed.

This unforeseen condition could not have been discovered by Aherns during a reasonable site inspection and has resulted in additional, unanticipated work being required to remedy the soils' condition and complete the project swiftly and efficiently.

As it would be more costly and time-consuming, since Aherns is mobilized on the project site, is intimately familiar with the unforeseen conditions and the additional work required to address same, and the additional work is integral to the Project's completion, Aherns submitted to the Program Management Office ("PMO") a change order proposal for this additional scope in the amount of $372,765.94. The PMO and the project's Architect of Record ("AOR") have confirmed Ahern's change order proposal amount falls within an acceptable, industry standard cost for this type of work and these conditions.

STATUS

Public Contract Code Section 20659 requires the formality of securing bids for change order work that exceeds the greater of the amount specified in Public Contract Code §20651, or ten percent of the original construction contract price. The amount of Aherns change order

proposal exceeds this statutory threshold, however, notwithstanding Public Contract Code, California law provides that, “Where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply.” (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694.). Accordingly, public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding. (See *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631).

In this case, the above case law criteria is met, as there is no competitive advantage to ceasing work and rebidding the subject additional project scope, as (1) the PMO and AOR confirmed Aherns change order proposal amount is reasonable, given the subject work; and (2) such competitively bid work could result in: (a) project delay; (b) multiple contractors being required to perform work less efficiently and effectively than Aherns; and (c) the inherent conflicts that arise when multiple contractors are working on the same project.

RECOMMENDATION

Given the foregoing, district staff, the Project Management Office, and outside legal counsel recommend as follows, and request that the board take the following actions:

1) Approve Resolution No. 7-21/22 set forth below; and
2) Authorize approval of a change order to Ahrens Mechanical’s contract for the Underground Utilities Project at the San Elijo Campus for the additional work in the amount of $372,765.94.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 7-21/22
AUTHORIZATION FOR APPROVAL OF CHANGE ORDER FOR AHRENS MECHANICAL FOR THE UNDERGROUND UTILITIES PROJECT AT THE SAN ELIJO CAMPUS

WHEREAS, pursuant to a duly advertised competitive bidding process, the Board of Trustees of the MiraCosta Community College District awarded a contract ("Contract") at the July 15, 2021, board meeting for the Construction of the Underground Utilities Project at the San Elijo Campus ("Project") to the lowest responsible bidder, Ahrens Mechanical ("Contractor");

WHEREAS, the district is required to comply with the public bidding requirements of Public Contract Code §20659, which requires the formality of securing bids for change order work that exceeds the greater of the amount specified in Public Contract Code §20651, or ten percent (10%) of the original construction contract price;

WHEREAS, California courts recognize that a legal exception to the statutory bidding requirements exists when a public agency determines that competitive bidding would be futile, unavailing, undesirable, impractical, impossible, and would cause additional delay and additional cost (*Meakin v. Steveland* (1977) 68 Cal.App.3d 490; *Los Angeles Dredging v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631);

WHEREAS, subsequent to the award of the Contract, unforeseen conditions were uncovered by the Contractor that could not have been discovered by the Contractor during a reasonable site inspection;

WHEREAS, the Contractor's discovery of unforeseen conditions led to unanticipated work additional to the original Contract scope becoming necessary to be performed to complete the Project scope;

WHEREAS, the Contractor provided the Program Management Office ("PMO") with a change order proposal that details the additional work necessary to address the unforeseen conditions to complete the original Project scope, as well as the cost for the Contractor to perform the subject additional work;

WHEREAS, the PMO reviewed the Contractor's change order proposal and believes the amount proposed by the Contractor for the necessary additional work is fair and reasonable;

WHEREAS, the PMO has prepared the attached change order to memorialize the Contractor performing the necessary additional work for the agreed to amount of $372,765.94 ("Pending Change Order");

WHEREAS, the amount of the Pending Change Order, if approved, exceeds ten percent (10%) of the original contract price of $970,700;

WHEREAS, it would be more costly and time-consuming to bid the additional work that is the subject of the Pending Change Order, since the Contractor is mobilized on the Project Site, is intimately familiar with the unforeseen conditions and the additional work required to address same is integral to the Project's completion;

WHEREAS, competitively bidding the additional work covered by the Pending Change Order would result in the delay of the completion of the Project and expose the district to the risk of paying the Contractor for project delay;

WHEREAS, the additional work of the Pending Change Order must be performed to complete the Project and failure to complete the Project will disrupt or delay delivery of education services;

WHEREAS, it would cause an incongruity and not produce any advantage to the district to competitively bid the work that is the subject of the Pending Change Order since such competitive bidding could result in multiple contractors being required to perform work less efficiently and effectively than by the Contractor and the inherent conflicts that arise when multiple contractors are working on the same project; and

WHEREAS, under California law, a project's owner's failure to issue a change order for work required to address differing/unforeseen site conditions amounts to a breach of contract;

NOW THEREFORE BE IT RESOLVED THAT:

1. The board does hereby find and determine that the foregoing recitals and determinations are true and correct, and are hereby incorporated by this reference;

2. The board does hereby find that it would be futile, unavailing, undesirable, impractical, impossible, would cause additional delay and additional cost and not produce any advantage to the district to competitively bid the performance of the additional work required to complete the Project as set forth in the Pending Change Order;

3. The board approves completion of the additional work described in the Pending Change Order by the Contractor without competitively bidding such work, and approves the district's payment to the Contractor in accordance with the terms and conditions set forth in the Pending Change Order;

4. The board accepts and approves the recommendations submitted by district staff, the Program Management Office, and outside legal counsel, as set forth above; and

5. The board approves this resolution and it shall be effective as of its adoption.

DATED, SIGNED AND APPROVED this 16th day of December 2021.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By:_____
Rick Cassar,
President, Board of Trustees

Attest:

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

STATE OF CALIFORNIA)
)ss
SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 7-21/22, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 16th day of December 2021, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

Subject:	Attachment:
Approval of Cooperative Agreement for Chemistry and Equipment Purchase	Vernier Savings Spreadsheet
Category:	**Type of Board Consideration:**
Action Items	Information Consent Action ✓
Recommended:	**Approved for Consideration:**
Kristina Denée Pescarmona Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As the district plans, addresses, and responds to the effects of the COVID-19 pandemic, the Chemistry department has identified a need for additional lab equipment. Vernier Software & Technology measurement sensors and instruments are standardized and used in 100 percent of chemistry courses on campus. To support socially distanced learning, the Chemistry Department requests to purchase duplicates of the already in use Vernier equipment to minimize contact and transfer between chemistry lab students. These duplicate measurement devices will allow students to continue to study chemical phenomena independently, instead of in groups.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”), obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding, and when the pricing and terms have proven to be in the best interest of the district. The district’s Purchasing Department has reviewed the terms and conditions and find that purchases made from utilizing The Interlocal Purchasing System (TIPS) cooperative agreement #180902 awarded to Vernier Software & Technology will provide the lowest cost and best overall value of medical equipment and supplies.

The following science equipment has been identified with a total list cost (including sales tax and shipping fees) of $426,749.59, with an overall negotiated discount, utilizing the referenced TIPS contract, of 3.67 percent resulting in a district total cost (including sales tax and shipping) of $411,659.10. The CARES Act money for use during COVID-19 will fund this purchase.

Qty	Item Code	Description
45	GDX-MLT	GO DIRECT MELT STATION
80	GDX-VOLT	GO DIRECT VOLTAGE
34	ST-CAR	SPECTRUM TUBE CAROUSEL W/HOLDER
66	VSP-UV	VERNIER UV-VIS SPECTROPHOTOMETER
34	CUV-QUARTZ	QUARTZ CUVETTES (2)
10	CUV	CUVETTES FOR COLORIMETER

66	CUV-RACK	CUVETTE RACK
66	GDX-GC	GO DIRECT MINI GC
66	VSP-FIBER	VERNIER SPEC OPTICAL FIBER
41	ST-H	SPECTRUM TUBE - HYDROGEN
34	ST-HE	SPECTRUM TUBE - HELIUM
34	ST-NE	SPECTRUM TUBE- NEON
34	ST-N	SPECTRUM TUBE - NITROGEN
34	ST-AR	SPECTRUM TUBE - ARGON
34	ST-CO2	SPECTRUM TUBE - CARBON DIOXIDE
34	ST-AIR	SPECTRUM TUBE - AIR
70	GDX-DC	GO DIRECT DROP COUNTER
35	GDX-SVISPL	GO DIRECT SPECTROVIS PLUS
64	GDX-CCS	GO DIRECT CONSTANT CURRENT

RECOMMENDATION

Authorize the Director of Purchasing and Material Management to proceed with the procurement with Vernier Software & Technology in accordance with the terms and conditions of The Interlocal Purchasing System (TIPS) cooperative agreement, at the cost of an amount not to exceed $411,700.

QTY	Item Code	Description	Retail Price	Total	Discounted Price	Total	Savings
45	GDX-MLT	GO DIRECT MELT STATION	$ 529.00	$ 23,805.00	$ 508.00	$ 22,860.00	$ 945.00
80	GDX-VOLT	GO DIRECT VOLTAGE	$ 69.00	$ 5,520.00	$ 66.26	$ 5,300.80	$ 219.20
34	ST-CAR	SPECTRUM TUBE CAROUSEL W/HOLDER	$ 319.00	$ 10,846.00	$ 306.34	$ 10,415.56	$ 430.44
66	VSP-UV	VERNIER UV-VIS SPECTROPHOTOMETER	$ 2,100.00	$138,600.00	$ 2,037.00	$134,442.00	$ 4,158.00
34	CUV-QUARTZ	QUARTZ CUVETTES (2)	$ 199.00	$ 6,766.00	$ 193.03	$ 6,563.02	$ 202.98
10	CUV	CUVETTES FOR COLORIMETER	$ 19.00	$ 190.00	$ 18.43	$ 184.30	$ 5.70
66	CUV-RACK	CUVETTE RACK	$ 9.00	$ 594.00	$ 8.55	$ 564.30	$ 29.70
66	GDX-GC	GO DIRECT MINI GC	$ 2,499.00	$164,934.00	$ 2,399.79	$158,386.14	$ 6,547.86
66	VSP-FIBER	VERNIER SPEC OPTICAL FIBER	$ 74.00	$ 4,884.00	$ 71.06	$ 4,689.96	$ 194.04
41	ST-H	SPECTRUM TUBE - HYDROGEN	$ 45.00	$ 1,845.00	$ 43.21	$ 1,771.61	$ 73.39
34	ST-HE	SPECTRUM TUBE - HELIUM	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
34	ST-NE	SPECTRUM TUBE - NEON	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
34	ST-N	SPECTRUM TUBE - NITROGEN	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
34	ST-AR	SPECTRUM TUBE - ARGON	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
34	ST-CO2	SPECTRUM TUBE - CARBON DIOXIDE	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
34	ST-AIR	SPECTRUM TUBE - AIR	$ 45.00	$ 1,530.00	$ 43.21	$ 1,469.14	$ 60.86
70	GDX-DC	GO DIRECT DROP COUNTER	$ 99.00	$ 6,930.00	$ 96.03	$ 6,722.10	$ 207.90
35	GDX-SVISPL	GO DIRECT SPECTROVIS PLUS	$ 399.00	$ 13,965.00	$ 387.03	$ 13,546.05	$ 418.95
64	GDX-CCS	GO DIRECT CONSTANT CURRENT	$ 74.00	$ 4,736.00	$ 71.78	$ 4,593.92	$ 142.08
				$392,795.00		**$378,854.60**	
			Shipping	$ 1,549.00		$ 1,549.00	
			Est. Tax	$ 32,405.59		$ 31,255.50	
			Total	**$426,749.59**		**$411,659.10**	

Subject:	Attachment:
Approve Procurement of COVID-19 Support for Vaccine Verification and Contact Tracing	• Vaccine Verification Solution Scope of Work • Contact Tracing Solution Scope of Work
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

On June 17, 2021, the board approved the development of Board Policy 5210 - Communicable Disease (for students) and Board Policy 7330 – Communicable Disease (for employees), which mandated full vaccination against COVID-19. There is a need to engage a third-party provider for the purposes of verifying and validating COVID-19 vaccination information with that of the respective state department of public health system where the COVID-19 vaccine(s) was administered. In addition, there is a need for contact tracing to support the district's return to campus strategy.

Due to the specialized nature of the services required and because such services have not existed prior to the COVID-19 pandemic, there are significant limitations to procuring contracts through a formal public procurement process. However, to ensure competitiveness in the procurement process and to procure a compliant solution that fits the district's need, a multi-disciplinary team of district staff from Student Services, Human Resources, Risk Management, Instructional Services, Business Systems Analysts, and Academic Information Services, identified four firms that could potentially offer a viable solution. Only one of the four firms, Healthcare IT Leaders, was able to provide the services needed by the district. On September 9, 2021, the board approved ratifying the purchase COVID-19 testing services with Healthcare IT Leaders pursuant to Agenda Item VII.H.

STATUS

Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19 authorizes the superintendent/president and/or their designee to take any and all actions necessary to support the health and safety of the students and staff and/or to make alterations, repairs or improvements to school property.

It is estimated that a not to exceed amount of $167,000 for the spring 2022 semester should be sufficient funding for expanded contract services with Healthcare IT Leaders for the following services:

Service	Price
Vaccine Population (15,000) X Price/Query ($6) = Total Price of Tests/Week	$90,000
Managed Services Support ($1,750/month) X Engagement Duration (12)	$21,000
Contact Tracing Managed Services (100 individuals) X ($7,000/month) X Term (8)	$56,000

Funds are budgeted within Fund 12 restricted HEERF Institutional Funds. This purchase has been reviewed by the Director of Purchasing and Material Management.

RECOMMENDATION

Approve procurement of COVID-19 support for vaccine verification and contract tracing in a not to exceed amount of $167,000 for the return to campus in spring 2022.

Subject:	Attachment:
MiraCosta Community College District Irrevocable Trust Investment Board Report Actuarial Study June 2021	• FY2021 Portfolio Summary Sheet • MCCD Trust Statement-Other Post-Employment Benefits (OPEB)
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

Government Accounting and Standards Board (GASB) Bulletins require every community college district to commission actuarial studies to project the future Other Post-Employment Benefits (OPEB) liability for past and current employees. The OPEB liability is the future cost of health-and-welfare plans for retirees. GASB requires that each district conduct the actuarial study every two years and that the annual audit include the liability and a plan to fund that liability over no more than 30 years.

GASB does not yet require that the plan be funded, but there are several factors that make it highly advisable for the district to fund the plan. The purpose of the valuation is to measure the district's liability for other postemployment benefits (OPEB) and to determine an actuarially determined contribution (ADC). The ADC is a target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results may also serve as the basis for complying with GASB 75 for the district's fiscal year ending June 30, 2022.

STATUS

The MCCD Irrevocable Trust Investment Board met on August 31, 2021. The board reviewed the portfolio and fund performance for the past fiscal year. The June 30, 2021, trust fund balance was $33.6 million, an increase of $5.7 million from the change in market value and income (dividends) compared to the June 2020 balance, for a 20.2 percent return on investment.

A new Actuarial Study for period ending June 30, 2021 was conducted by Nyhart, with a final report dated November 17, 2021. The Total Accrued OPEB Liability is $33,951,252. The previous actuarial study from June 30, 2019, was $26,714,849. The increase is due from the passage of time, net experience gain, new entrants, and updated assumptions (see page 2 of the report).

The market value of the OPEB trust ending balance as of June 30, 2021, was $33,571,048. The plan's funded ratio is 99 percent, with a net unfunded amount of $380,204.

The Actuarial determined normal cost for pay-as-you-go for retiree health benefits for 2021/22 is $1.7 million, which means that over time, the trust asset value will need to increase by a similar amount from market changes or contributions to stay in the 99 percent funded range. The district has paid the retiree's health benefit premium through unrestricted general funds that has resulted with almost 100 percent funded.

RECOMMENDATION

For information only.

Mira Costa Community College District

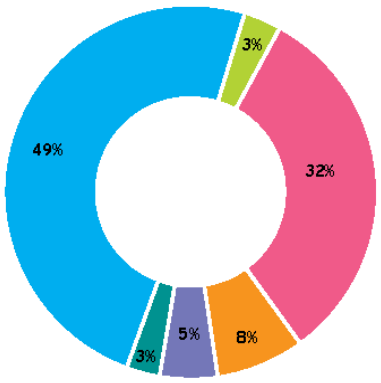
Balanced (50% Fixed Income, 50% Equity)

6/30/2021

Change in Portfolio - Fiscal Year 2021

Portfolio Value on 6/30/2020	27,930,713
Contributions	0
Withdrawals	0
Change in Market Value	5,066,037
Income Received	614,389
Portfolio Fees	(40,091)
Portfolio Value on 6/30/2021	**33,571,048**

Asset Allocation



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

Trailing Period Performance

	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Mira Costa Community College District	**20.2**	**9.9**	**9.2**	**7.2**	**7/1/2009**	**8.8**
Policy Benchmark [1]	*20.9*	*11.2*	*9.9*	*NA*		*NA*
CPI Medical Care (Inflation)	*0.4*	*2.5*	*2.5*	*2.7*		*2.8*

Fiscal Year Performance

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

[1] Policy Benchmark consists of 47% MSCI ACWI IMI, , 1% 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

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

Academic Information Services (Scott Conrad, Interim Dean)

The Academic Information Services (AIS) Department moved from Instructional Services to Administrative Services on October 1. As part of the transition, the library instructional and operation teams remained within Instructional Services and transitioned to reporting to the dean of instruction. All other areas within the AIS (infrastructure, computing, technology services, media, and cybersecurity) shifted to the responsibility of the vice president, administrative services.

The AIS team has been active in participating in the development of the new Technology Master Plan (TMP) as part of the Technology Advisory Committee (TAC), which includes faculty, students, administrators, and staff. The goal of the committee is to complete a rough draft of the TMP by early February for review by the shared governance committees and bring a completed plan to the board for approval by the end of the spring semester.

Technology equipment delays continue to hamper project installation efforts. The infrastructure team is awaiting networking infrastructure components and wireless access points, which will be deployed at both of the district's newest buildings, the San Elijo and CLC Student Services buildings. The technology support team is expecting more than 200 new laptops to be used by the library's student technology check-out program for the spring semester and all of the recently purchased computers, docking stations, monitors and peripherals to be used for the new 'single' computing device program for faculty and staff. Additionally, the media services team is anticipating the remaining equipment to complete installation of the HyFlex classrooms and conference room locations.

I**nfrastructure Systems and Application Development** (Steve Schultz, Manager)

The AIS team has been configuring the district's new multi-factor authentication (MFA) software, which will enable the ability to add students to the MFA platform beginning in the spring semester. Approximately 2,000 employees and students have already been converted to the new identity data security solution.

The programming team has been participating in the evaluation of a new Customer Relationship Management (CRM) system tool with the plan to purchase this product in early

2022 and start configuration in the spring and adoption over the next two years to support the Academic and Career Pathways (ACP) teams.

The department is working to recruit three vacant programming positions - Workday senior programmer (retiree replacement), SharePoint web developer (replacement), and a new senior programmer (support for the new CRM). The programming team helped update SURF for spring student enrollment (registration is now underway) including adding a new search field for students to find zero cost textbook sections.

Technology Support Services (Abdy Afzali, Manager)

The district is establishing new classroom and conference room technologies called “HyFlex”. HyFlex classrooms enable an instructor to teach to an in-class group and online/remote students at the same time. To realize this new capability, new wiring standards for the classrooms were needed. The Media Services team has developed these requirements and has successfully implemented several HyFlex classrooms, which are being piloted by several faculty this fall. Additional HyFlex classrooms and conference rooms are slated to be equipped during the spring semester.

The online open computer lab continues to see high demand from students. Although on-ground lab access and services are available in the library, most students continue to utilize remote virtual services.

The department is working to recruit and fill two vacant positions - Instructional Associate and part-time Media Services Technician. A Technology Coordinator (new position) was hired over the summer, and two technology support analysts (one full-time replacement and one new part-time position shared with the CLC), and one media services technician (replacement position) were recently hired to fill on-going needs of the department.

HelpDesk support continues to provide help services to students on a regular basis, as well as district employees when needed. The HelpDesk has seen a 27 percent increase in demand during the pandemic, as most students continue to participate in online classes and online support services. These services include help, support and troubleshooting with SURF (e-forms, adding and dropping classes, viewing class schedules, wait listing, enrollment dates, payments, class search, search and ordering textbooks, parking permits, transcripts, etc.), and Canvas (Discussion Boards, Media Apps, Turnitin, submission of assignments, uploading and/or downloading of files, locating online classes, and navigation in general). Further technical assistance was given to students simply to retrieve login information, password resets, unlocking of accounts, and updating of software and MFA solutions while students are unable to access to the district’s data and online portals.

Here are some interesting performance statistics from the HelpDesk – both Pre-COVID19 and during COVID19.

	Before COVID19	Before COVID19	During COVID19
	Mar 2018 – Feb 2019	Mar 2019 – Feb 2020	Mar 2020 – Feb 2021
Service Requests	13, 467	15,332	19,503
Rate of Change		14%	27%

Fiscal Services (Katie White, Director)

The district's internal auditor, CliftonLarsonAllen LLC (CLA), provided an executive audit report in October 2021 for commercial warrants of their monthly audits that covered January – June 2021, with a "Satisfactory" opinion, which is the highest.

The Accounting/Fiscal Services Department completed all fiscal year-end 2020/21 processes, including all banking and account reconciliations, all asset deprecation analysis, and final statutory reporting. Final audit data submissions to our external auditors were completed in October. Workday's release update for fall 2021 was analyzed and tested for updates that impacted MiraCosta. Accounting supported/tested additional Punchout suppliers. Final Budgets were updated in Workday's system at the end of August prior to the September board meeting. HEERF (CARES Act) analysis/monitoring/reporting continues to be a high-volume activity. The Cashier's Office completed the implementation of the new box office reservation/payment software.

Purchasing (Mina Hernandez, Director)

The Copy Center's renovation was completed in August. The Copy Center has been working hard over the last three months to learn to operate its new high-production, color machine. Departments are starting to see a cost savings from having the Copy Center provide services related to color copy requests, spiral binding, and other specialized, high-volume print requests, which have been typically outsourced.

The Purchasing team accepted a Focus on Efficiency Award on October 6, 2021, at the California Higher Education Collaborative (CHEC) conference. The CHEC conference brought together administrative leaders and professionals from the three segments of California public higher education to encourage the exchange of ideas and practices, which may improve administrative performance, service, and outcomes. The award was for the work the Purchasing team did to modernize and automate many of its processes during the pandemic. The team was recognized for accomplishing the following in a ten-month timespan in FY2021: punchouts for Amazon, Grainger, Office Depot, and CDW-G; launching PlanetBids for bid management to provide a platform for electronic bid submissions minimizing in-person interactions during COVID-19; implementing and e-training users on Workday; adopting Adobe-Sign to streamline all contract signatures; and identifying a method to support the district's Equity mission by incorporating Business Classifications to expand its Business Diversity Program.

The Purchasing Department completed its recruitment for a new buyer in September 2021, with Amber Cross joining the team in October. Amber has over 15 years of purchasing experience, working in both the public and private sectors, and graduated with a Master of Public Administration in 2016.

Purchasing continues to identify and implement new functionality within the Workday environment. Most recently, they have offered training on a new change order process that brings the request of change orders into Workday without the need for outside forms and requests. Purchasing will be rolling out the release of the Fisher Scientific punchout in January 2022 and B&H punchout in spring 2022.

The Purchasing Department is focused on bidding and contract negotiations for several equipment purchases. The first is a $1.4M transaction with Dell, where an overall savings of 58 percent was realized using the Foundation for California Community College's contract,

combined with purchasing staff negotiations. In addition, a formal bid for Benchtop NMR Spectrometers for chemistry is currently open to the public. Purchasing continues to work with departments to identify opportunities for bidding and negotiations to provide the best value to the district. Many of these projects will be using CARES and HERFF funding.

The warehouse underwent an office reconfiguration, which now brings all of its warehouse/mailroom personnel into one area and maximizes support and coverage.

Facilities (Tom Macias, Director)

Non-Capital Improvement Program Project Updates

Oceanside

- Re-painted all speed bumps on Barnard Drive at the OCN campus.
- Removed dead Eucalyptus trees next to OCN T300.
- Continued planning for replacement of OCN campus Horticulture shade house.
- Repair domestic water line leak at OCN 7000 Horticulture.
- Replaced AC unit in the OCN B6000 warehouse.
- Study in progress to analyze the current HVAC systems functionality on selected buildings and classrooms at the OCN campus to ensure they are providing proper air flow.
- Submitted comprehensive 5-Year Scheduled Maintenance Plan to the Chancellor's office and identified $2.4M worth of qualifying projects that will be completed over the next two years.
- Started initial meetings with architect to investigate the needs for replacing the ONC B2000 theater lighting system. Study will be conducted in early December 2021, and the plans/budget will be developed to replace the system that is original equipment from 1992.
- Successfully bid out OCN phase 2 parking lot resurfacing that will commence in late December 2021.

San Elijo

- Completed Fire Lane Repair at SAN B600.
- Replaced raised and cracked sidewalk at SAN B300.

Capital Improvement/Measure MM Program Project Updates

Oceanside

- Swing space for the Building 1000 Administration renovation was completed, and B1000 occupants moved in in July.
- The B1000 Renovation began in July. This is expected to be completed late summer 2022.
- The Health and Wellness Hub Project Parking Lot 5A is wrapping up construction and expected to be available for use in January 2022.
- The Health and Wellness Hub New Gym, KHAN and Allied Health buildings are wrapping up DSA approval and construction is planned to commence in December 2021.
- The New Student Services Building project has 4 GMP Phases. GMP 1 for the Chilled Water Line upsize was completed in August. GMP 2 Central Plant Upgrades work commenced in June and is planned to continue for one year. GMP 3 Slope Stabilization work commenced in June and is planned to complete early 2022. GMP 4 Student Services Building is in the process of bidding to subcontractors and awaiting final DSA approval.

- The New Chemistry and Biotechnology Building is in the construction document phase of design.
- The Library Renovation project is in the construction document phase of design.
- The New Arts/Media Building is in the design development phase of design.
- The Strong Workforce Development Trailer is in the final stages of construction and will be ready to open spring 2022 semester.
- The Communications Hub, Equity Village and Student Center Renovation project was awarded to a design build entity and is commencing the collaboration phase of design.

San Elijo

- B600, B300, B500 and B200 and the New Student Services and Administration Building are complete.
- B100, B400 and B900 renovation projects are in the final stages of construction and will all be ready to open for the spring 2022 semester.
- The Site Utilities project is under construction and expected to be completed in late spring 2022.
- The Landscape/Demolition of B800/Quad and Monument Project is in the design development phase of design.
- A final enhancement project to complete classroom building renovations is in early planning phase.

Community Learning Center

- The New Student Services B300 project is complete.
- Building 100 (A) and 200 (B) Renovation projects are complete. One more final phase for the skylight replacement is planned for summer 2022.
- The Parking Lot and Building C Demolition project is under review with DSA.

College Police (Val Warner-Saadat, Interim Chief of Police)

College Police personnel continued to work at all sites, around-the-clock, in-person to keep the college safe and assist with events, such as the Farmer's Market, food, laptop, and bookstore textbook distribution, etc. Personnel also completed Night Safety Walks at CLC, OC and SAN in September and November, with representatives from risk management, facilities and students participating in the walks. Extra patrols were added to the Technology Career Institute for added security, and the department is working on implementing the use of cameras in the mobile computer terminals to give officers the ability to observe scenes before arrival. The department is spearheading the implementation of the county-wide University & College Law Enforcement Taskforce (UCLETS), has updated MOUs with Oceanside Police, Carlsbad Police and the Sheriff's Department, and successfully completed a POST audit. Police officers continued to participate in a variety of trainings, including Emergency Casualty Care, which goes beyond basic first aid, RIPA with completion a month ahead of schedule, PERT for all officers, as well as full implementation and training of iRIMS, the mobile data terminals now installed in police vehicles that allow officers to receive information on calls while in their vehicles. By the end of January, all officers will have completed perishable skills and legislatively mandated training at the San Diego County Regional Training Police Academy. This training includes Domestic Violence, Strategic Communication, Defensive Tactics, Use of Force, First Aid/CPR/AED, Tactical Firearms, and Vehicle Operations.

Val Warner-Saadat began her assignment as interim Chief of Police in October and brings with her a breadth and depth of experience in community policing and police leadership. Recruitment for the permanent position will begin in the spring.

Bookstore (Follett)

The Bookstore has continued to provide flexibility and assistance with a variety of operations across the district, which included flexible online order pick-up times throughout the semester. The bookstore has partnered with the college to provide MiraCosta College students a voucher of $300 for proof of vaccination. To date, 6,706 students have been approved of their proof of vaccination participation, and a total of $1,079,844.95 has been used in the voucher. The MiraCosta College Vaccine Incentive has been extended to May 1, 2022.

The Bookstore has continued to assist other departments and provide textbook support to students (i.e. Promise, EOPS, RAFFY, VA, etc.); assist departments with textbooks and supply purchases; as well as coordinate the distribution of Math 102 packets and Japanese packets to students for the Math and Japanese departments.

Staff are looking forward to opening the San Elijo bookstore for spring 2022 in the new San Elijo bookstore location. Staff are in the process for both Oceanside and San Elijo spring 2022 set-up and are preparing for Commencement 2022.

The bookstore has received 61.9 percent of spring 2022 adoptions from faculty to date (Oceanside Campus) and are currently collecting adoptions for the San Elijo Campus.

Food Services (CulinArt)

The district has contracted with CulinArt, Inc. to continue providing food services for the college. Food services are available at the Oceanside Campus Monday through Thursday, 7am-6pm, and Fridays from 7am-2pm. Plans are underway to ensure food service at the San Elijo Campus is ready to start in the spring. Catering options are also available for on-site events.