MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING / BUDGET WORKSHOP
3 P.M. – WEDNESDAY – AUGUST 26, 2015
JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

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

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by 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 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. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

IV. CHANGES IN AGENDA ORDER

V. WORKSHOP

A. Accreditation Update on Standard III.D, Financial Resources
B. Fiscal Year 2016 Final Budget Workshop

VI. INFORMATION

A. First Reading: Substantive Change for Baccalaureate Degree in Biomanufacturing

VII. FIRST READING – BOARD POLICIES

A. Board Policy 1200 – Mission Statement

VIII. ACTION ITEM

A. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions

IX. ADJOURNMENT

UPCOMING MEETING

3 p.m.
September 9, 2015
Regular Meeting

Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Board Assistant Secretary, 760.795.6610, 760.757.2121, extension 6610, or 619.755.5155, extension 6610. The TDD number is 760.439.1060.

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 Web site at http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Evelyn Crogan, Executive Assistant to the Superintendent/President, at 760.795.6610 or by e-mail at ecrogan@miracosta.edu.

Subject: **Accreditation Update on Standard III.D, Financial Resources**	**Attachment:** **Standard III.D PowerPoint Presentation**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta College is preparing the self-evaluation for the fall 2016 Accrediting Commission for Community and Junior Colleges (ACCJC) site visit. The self-evaluation is a two-year-long study of the processes and practices to assess how the district is meeting the accreditation eligibility requirements, standards, and policies.

STATUS

Each month, the goal is to update the board on the specific ACCJC expectations of the Accrediting Commission for Community and Junior Colleges Commission and identify the college's strengths and areas of improvement. This month, the topic is Standard III.D, Financial Resources.

RECOMMENDATION

For information only.

Standard III.D
Financial Resources

Accreditation Standards

Standard I	Mission, Academic Quality and Integrity Standard IA Mission Standard IB Academic Quality and Institutional Effectiveness Standard IC Institutional Integrity
Standard II	Student Learning Programs and Support Services Standard IIA Instructional Programs Standard IIB Library and Learning Support Services Standard IIC Student Support Services
Standard III	Resources Standard IIIA Human Resources Standard IIIB Physical Resources Standard IIIC Technology Resource Standard IIID Financial Resources
Standard IV	Leadership and Governance Standard IVA Decision-Making Roles and Processes Standard IVB Chief Executive Officer Standard IVC Governing Board Standard IVD Multi-College Districts or Systems (Not Applicable)

Standard III.D Overview

- Financial Resources Planning
  - ✓MCCD meets all 3 standards
- Fiscal Responsibility and Stability
  - ✓MCCD meets 6 of the 7 standards; 1 requires further research or attention
- Liabilities
  - ✓MCCD meets all 5 standards
- Contractual Agreements
  - ✓MCCD meets the one standard

Standard III.D.1 – Financial Resources

Are financial resources sufficient to support and sustain student learning programs and services and improve institutional effectiveness?

Does the distribution of resources support the development, maintenance, allocation and reallocation, and enhancement of programs and services?

Does the institution plan and manage its financial affairs with integrity and in a manner that ensures financial stability?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.2 – Financial Resources

Are the institution's mission and goals the foundation for financial planning, and financial planning is integrated with and supports all institutional planning?

Does the institution have policies and procedures to ensure sound financial practices and financial stability?

Is appropriate financial information disseminated throughout the institution in a timely manner?

<u>Preliminary Evaluation</u>: MCCD meets this standard

Standard III.D.3 – Financial Resources

Does the institution clearly define and follow its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.4 – Fiscal Responsibility and Stability

Does institutional planning reflect a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.5 – Fiscal Responsibility and Stability

To assure the financial integrity of the institution and responsible use of its financial resources, does the internal control structure have appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making?

Does the institution regularly evaluate its financial management practices and use the results to improve internal control systems?

<u>Preliminary Evaluation</u>: MCCD meets this standard, but could increase effectiveness in reviewing effectiveness of past fiscal planning

Standard III.D.6 – Fiscal Responsibility and Stability

Do financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.7 – Fiscal Responsibility and Stability

Are institutional responses to external audit findings are comprehensive, timely, and communicated appropriately?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.8 – Fiscal Responsibility and Stability

Are the institution's financial and internal control systems evaluated and assessed for validity and effectiveness, and are the results of this assessment used for improvement?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.9 – Fiscal Responsibility and Stability

Does the institution have sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.10 – Fiscal Responsibility and Stability

Does the institution practice effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets?

Preliminary Evaluation: Further research required to determine if MCCD meets this standard

Standard III.D.11 – Liabilities

Does the level of financial resources provide a reasonable expectation of both short-term and long-term financial solvency?

When making short-range financial plans, does the institution consider its long-range financial priorities to assure financial stability?

Does the institution clearly identify, plans, and allocates resources for payment of liabilities and future obligations?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.12 – Liabilities

Does the institution plan for and allocate appropriate resources for the payment of liabilities and future obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations?

Is the actuarial plan to determine Other Post-Employment Benefits (OPEB) current and prepared as required by appropriate accounting standards?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.13 – Liabilities

On an annual basis, does the institution assess and allocate resources for the repayment of any locally incurred debt instruments that can affect the financial condition of the institution?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.14 – Liabilities

Are all financial resources, including short- and long-term debt instruments (such as bonds and Certificates of Participation), auxiliary activities, fund-raising efforts, and grants, used with integrity in a manner consistent with the intended purpose of the funding source?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.15 – Liabilities

Does the institution monitor and manage student loan default rates, revenue streams, and assets to ensure compliance with federal requirements, including Title IV of the Higher Education Act, and comes into compliance when the federal government identifies deficiencies?

Preliminary Evaluation: MCCD meets this standard

Standard III.D.16 – Contractual Agreements

Are contractual agreements with external entities consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of its programs, services, and operations?

Preliminary Evaluation: MCCD meets this standard

Summary

- Preliminary evaluations indicate the institution meets the standards for IIID.1-9, III.D.11-16.
- Area that needs further research or attention:

  Standard III.D.10 – Effective oversight using assessment and the results of evaluations for improvement

  - ❑ Processes used to assess the use of financial resources
  - ❑ Demonstrates compliance with Title IV regulation requirements
  - ❑ Assess the use of financial resources systematically and effectively
  - ❑ Uses results of the evaluation as the basis for improvement

Subject: **Fiscal Year 2016 Final Budget Workshop**	**Attachment:** **FY2016 Draft Final Budget**
Category: **Board Workshop**	**Type of Board Consideration:** ✔ **Information** **Consent** **Action**
Recommended: **Charlie Ng, Vice President** **Business and Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The district planning, budgeting, and feedback processes have been working to prepare the FY2016 Final Budget for board adoption. The final budget has been prepared with the participation of the district's Budget and Planning Committee, department managers, deans, and vice presidents.

STATUS

A workshop of the FY2016 Final Budget is being provided so that board members may address any questions with the superintendent/president and provide input before the board is asked to adopt the final budget on September 9, 2015.

The presentation of the final budget is an information item only. Adoption of the FY2016 Final Budget will be recommended on September 9, 2015.

RECOMMENDATION

For information only.

2015-2016 Budget Workshop
MiraCosta Community College District
August 26, 2015

Agenda

- Review 2014-15 Budget
- Review the Effectiveness of 2014-15 Budget
- 2015-16 Budget Revenues
- Board of Trustees 2015-16 Budget Directions
- 2015-16 Final Budget Assumptions

Agenda

- Plan for 2015-16 Budget
- 2015-16 Budget: General Fund-Unrestricted
- 5-Year Financial Plan
- Next steps

Review 2014-15 Budget Revenue

Description	FY15 Est./Actual	FY15 Budget	Over / (Under) Budget	% Change
General Fund Revenues				
State	$4,172,910	$3,549,847	$623,063	17.6%
Property Taxes	$83,114,556	$82,137,861	$976,695	1.2%
Student Fees & Charges	$11,205,713	$11,440,000	($234,287)	-2.0%
Other Local Revenues	$710,345	$657,040	$53,305	8.1%
Total Revenues	$99,203,524	$97,784,748	$1,418,776	1.5%

Review 2014-15 Budget Expenditures

Description	FY15 Est/Act	FY15 Budget	Over / (Under) Budget	% Change
GF Expenditures				
Academic Salaries	$38,408,903	$38,454,494	($45,592)	-0.1%
Classified Salaries	$21,784,892	$23,360,137	($1,575,245)	-7%
Employee Benefits	$18,989,155	$19,229,794	($240,639)	-1%
Supplies and Printing	$1,293,613	$1,890,837	($597,224)	-32%
Other Operating Costs	$8,344,152	$9,508,127	($1,163,976)	-12%
Capital Outlay	$1,815,371	$2,943,644	($1,128,273)	-38%
Other Outgo	$6,936,479	$6,935,005	$1,474	0%
Total Expenditures	$97,572,563	$102,322,038	($4,749,475)	-5%

Compliance with the 50% Law: 50.30%

Review 2014-15 Budget Summary

Description	FY15 Est/Act	FY15 Budget
Beginning Fund Balance, July 1	$17,485,731	$17,485,731
Revenues less Expenses	$1,630,961	-$4,537,290
Ending Fund Balance, June 30	$19,116,692	$12,948,441
Fund Balance% of Budgeted Expenditures	19.6%	12.7%

Review the Effectiveness of 2014-15 Budget

- ✓ Provided instruction for 10,466 full-time equivalent students in 3,357 credit courses
- ✓ Opened the Science Building at the San Elijo Campus Fall 2014
- ✓ Contributed $1.5M instead of $2.0M toward retiree benefits for GASB 45 (deferred $500K)
- ✓ Provided competitive salaries and benefits for faculty, staff, and administrators
- ✓ Obtained a $12.5M facilities loan for the 5-Year Facilities Plan and began implementation

2015-16 Budget Revenues

Property Tax Increase

- $4.5M increase, or an increase of 5.4% compared to 2014-15 revenues (estimate)
- Primarily due to increases in reassessed values in properties

2015-16 Budget Revenues

State Budget – Ongoing

- ❑ $100M Student Success (restricted)
  - MCC – $1M increase over 2014-15 budget ($1.8M)
- ❑ $115M Student Equity (restricted)
  - MCC – $728K increase over 2014-15 budget ($437K)
- ❑ Basic Skills: $60M increase for placement, remediation, and student support (restricted)
  - MCC – up to a $280K increase over 2014-15 budget ($130K)

2015-16 Budget Revenues

State Budget – Ongoing

- $2.5M COLA (1.02%) for DSPS, EOPS, and CalWORKS (restricted)
  - MCC up to $20K

State Budget – One-time

- $626M Pay down mandate backlogs for one time needs (unrestricted)
  - MCC $5.7M
- $148M Deferred Maintenance and Instructional Equipment (restricted)
  - MCC up to $1.4M (same as 2014-15 budget; no match required)

Board of Trustees 2015-16 Budget Directions

- Allocate funding to ~~satisfy~~ realistically achieve the district's highest priority goals and objectives (enrollment, programs, and services) consistent with the MCCCD Comprehensive Master Plan, MCCCD Strategic Plan, and institutional program review activities
- Planning is to reflect a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements
- Financial resources are sufficient to support and sustain student learning and improve institutional effectiveness

Board of Trustees 2015-16 Budget Directions

- Increase support for student success and student equity initiatives
- Invest in biomanufacturing baccalaureate
- Increase investments into capital outlay
  - Comprehensive Facilities Master Plan
  - Infrastructure
  - Classroom and other facility improvements
  - Space needs

Board of Trustees 2015-16 Budget Directions

- Increase full-time faculty to increase the full-time/part-time faculty ratio in support of student success
- Maintain a minimum ~~10~~15% Total Fund Balance for the 2015-16 Budget
- ~~Make progress on the Board's goal to~~ Fully fund the retiree benefits GASB 45 obligation ~~by 2020~~ for the 2015-16 Budget
- Maintain competitive salaries and benefits to recruit and retain a quality workforce

2015-16 Final Budget Assumptions

- 5.4% increase in property taxes; equivalent to an additional $4.5M increase
- Maintain "Step and Column" increases
- Additional new State revenues
- 2.0% Cost of Living Adjustments (COLA)
- CalSTRS rates increased from 8.88% to 10.73%
- CalPERS rates increased from 11.77% to 11.85%

Plan for 2015-16 Budget

- Provide instruction for approximately 10,500 Credit and 500 Non-credit full-time equivalent students in 3,300 courses
- Invest in student success initiatives
- Start ten (10) new and backfill six(6) full-time faculty positions
- Implement 2nd year of the 2014-15 Five-Year Facilities Implementation Plan

Plan for 2015-16 Budget

- Maintain technology funding at $1.5M
- Contribute $2.8M ~~toward~~ to fully fund retiree benefits for GASB 45 (includes $500K deferred contribution from 2014-15)
- Provide competitive salaries and benefits for faculty, staff, and administrators
- Begin $1M debt service payment on Lease Revenue Bond

2015-16 Budget: General Fund-Unrestricted Revenue

Description	FY15 Est./Actual	FY15 Budget	FY16 Budget	Over / (Under) PY Budget
General Fund Revenues				
State	$4,172,910	$3,549,847	$9,407,493	$5,857,646
Property Taxes	$83,114,556	$82,137,861	$87,642,770	$5,504,909
Student Fees & Charges	$11,205,713	$11,440,000	$11,470,000	$30,000
Other Local Revenues	$710,345	$657,040	$885,000	$227,960
Total Revenues	$99,203,524	$97,784,748	$109,405,263	$11,620,515

2015-16 Budget: General Fund-Unrestricted Expenditures

Description	FY15 Est/Act	FY15 Budget	FY16 Budget	Over / (Under) PY Budget
GF Expenditures				
Academic Salaries	$38,408,903	$38,454,494	$40,811,922	$2,357,428
Classified Salaries	$21,784,892	$23,360,137	$24,813,547	$1,453,411
Employee Benefits	$18,989,155	$19,229,794	$23,066,470	$3,836,676
Supplies and Printing	$1,293,613	$1,890,837	$1,849,182	($41,655)
Other Operating Costs	$8,344,152	$9,508,127	$10,918,832	$1,410,705
Capital Outlay	$1,815,371	$2,943,644	$2,542,933	($400,711)
Other Outgo	$6,936,479	$6,935,005	$6,930,005	($5,000)
Total Expenditures	$97,572,563	$102,322,038	$110,932,892	$8,610,854

2015-16 Budget: General Fund-Unrestricted Summary

Description	FY15 Est/Act	FY16 Budget
Beginning Fund Balance, July 1	$17,485,731	$19,116,692
Revenues less Expenses	$1,630,961	($1,527,629)
Ending Fund Balance, June 30	$19,116,692	$17,589,063
Fund Balance% of Budgeted Expenditures	19.6%	15.9%

5-Year Financial Plan Assumptions

MIRACOSTA COLLEGE 5-YEAR FINANCIAL PLAN 2016-2020					
General Fund-Unrestricted					
Description	Budget FY16	Projected FY17	Projected FY18	Projected FY19	Projected FY20
Assumptions					
State Revenues (Including Block Grant and Prop 30)	$5.7M	-$5.7M	-$150,000	-$150,000	-$350,000
Property Taxes Increase	5.40%	5.00%	4.50%	4.00%	3.50%
Enrollment Fee Increases (Enrollment Revenues)	0%	0%	0%	0%	0%
District Plans					
Enrollment (Credit and Non-Credit)	0%	0%	0%	0%	0%
Academic Salaries: Step and Column	0.8%	0.8%	0.8%	0.8%	0.8%
Academic Salaries: COLA	2.0%	1.5%	1.0%	1.0%	1.0%
Academic Salaries: Change in positions, progams, or services (Program Review and Staffing Plan)	Hire 10 full-time faculty	Hire 5 Full-time faculty	Hire 5 Full-time faculty	No changes	No changes
Classified Salaries: Step and Column	0.8%	1.0%	1.0%	1.0%	1.0%
Classified Salaries: COLA	2.0%	1.5%	1.0%	1.0%	1.0%
Benefits: Rate Increase	1/2 of 3.4%	3.4%	3.4%	3.4%	3.4%
Benefits: Change in positions, programs, or services (Program Review and Staffing Plan)	Increases for STRS/PERS	Increases for STRS/PERS	Increases for STRS/PERS	Increases for STRS/PERS	Increases for STRS/PERS
Retiree Benefits: GASB 45	$2.8M Contribution	Final contribution	No adjustment	No adjustment	No adjustment
Supplies, Printing, Copy Charges: Inflation	0.0%	2.5%	2.7%	2.8%	2.8%
Other Operating Expenses: Inflation	0.0%	2.5%	2.7%	2.8%	2.8%
Other Operating Expenses: Changes in programs or services		Reduced expenditures	No changes	No changes	No changes
Transfers Out		Reduction per facilities plan	No changes	New facilities loan	Increase capital outlay, final CLC loan payment

5-Year Financial Plan

MIRACOSTA COLLEGE 5-YEAR FINANCIAL PLAN 2016-2020					
General Fund-Unrestricted					
Description	Budget FY16	Projected FY17	Projected FY18	Projected FY19	Projected FY20
Revenues					
Federal					
State	$9,407,493	$3,615,105	$3,465,105	$3,315,105	$2,965,105
Property Taxes	$87,642,770	$92,024,909	$96,166,029	$100,012,671	$103,513,114
Enrollment Fees/Non Res. Tuition	$11,470,000	$11,470,000	$11,470,000	$11,470,000	$11,470,000
Other Local Revenues	$885,000	$885,000	$885,000	$885,000	$885,000
Total Revenues	$109,405,263	$107,995,014	$111,986,134	$115,682,776	$118,833,219
Expenditures					
Academic Salaries	$40,811,922	$42,360,910	$43,732,946	$44,498,273	$45,276,993
Classified Salaries	$24,813,547	$25,433,886	$25,942,563	$26,461,415	$26,990,643
Benefits	$23,066,470	$21,828,744	$23,697,870	$25,452,859	$27,267,517
Supplies, Printing, Copy Charges	$1,849,182	$1,895,412	$1,946,588	$2,001,092	$2,057,123
Other Operating Expenses	$10,918,832	$10,909,803	$11,204,367	$11,518,090	$11,840,596
Capital Outlay	$2,542,933	$2,542,933	$2,542,933	$2,542,933	$2,542,933
Transfers Out	$6,930,005	$4,430,005	$4,430,005	$5,430,005	$6,030,005
Total Expenditures	$110,932,891	$109,401,693	$113,497,273	$117,904,666	$122,005,810
Net Revenues Less Expenditures	-$1,527,628	-$1,406,679	-$1,511,139	-$2,221,891	-$3,172,591
Fund Balance					
Beginning Fund Balance	$19,114,970	$17,587,342	$16,180,663	$14,669,524	$12,447,634
Net Revenues Less Expenditures	-$1,527,628	-$1,406,679	-$1,511,139	-$2,221,891	-$3,172,591
Ending Fund Balance	$17,587,342	$16,180,663	$14,669,524	$12,447,634	$9,275,043
Fund Balance % of Expenditure Budget	15.9%	14.8%	12.9%	10.6%	7.6%

Next Steps

- September 9, 2015: Present 2015-16 Final Budget to Board for adoption

QUESTIONS?

BUDGETED REVENUES & EXPENDITURES

General Fund-Total FUND 11	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
FEDERAL REVENUES			
Higher Education Act	1,526,466	1,239,998	1,261,916
Student Financial Aid	12,440	25,100	25,000
Perkins (VTEA)	272,266	397,420	325,447
TANF	56,149	59,129	52,332
Veterans Education	16,944	4,594	20,000
Workforce Investment Act (WIA)	393,999	1,424,277	1,499,342
Other Federal Revenues	666,741	569,709	662,206
TOTAL FEDERAL REVENUES	2,944,015	3,621,236	3,822,244
STATE REVENUES			
General Apportionments	96,624	117,253	125,238
General Categorical Programs	2,459,119	4,958,923	5,929,524
Reimbursable Categorical	1,299,415	1,593,166	2,606,757
Other Special State Funding	1,096,623	1,191,913	1,046,687
Other State Revenues	449,566	282,507	299,433
State Non-Tax Revenue	2,291,457	2,664,638	7,978,676
State Tax Subventions	687,336	683,505	666,999
TOTAL STATE REVENUES	9,271,159	11,312,719	18,670,207
LOCAL REVENUES			
Local Property Taxes	79,142,493	92,114,556	87,642,770
Student Fees And Charges	12,249,552	12,615,259	12,550,510
Contract Services	23,636	57,507	44,679
Interest & Investment Income	85,643	129,550	100,000
Rentals and Leases	195,216	57,692	25,000
Sales And Commissions	128,266	73,476	72,000
Other Local Revenues	649,700	723,742	920,000
TOTAL LOCAL REVENUES	91,385,321	96,763,183	101,695,150
TOTAL REVENUES	103,600,495	111,697,128	124,178,601
EXPENDITURES			
Academic Salaries	29,346,033	40,148,175	42,412,229
Classified Salaries	24,566,555	25,347,549	29,352,995
Employee Benefits	15,153,259	20,571,569	24,996,941
Supplies and Printing	1,848,296	2,129,296	2,651,579
Other Operating Costs	9,484,977	10,478,928	13,469,857
Capital Outlay	2,979,968	4,085,090	6,292,719
Other Outgo	6,396,762	7,293,528	7,216,156
Contingencies & Suspense	-	-	294,967
TOTAL EXPENDITURES	103,766,133	109,956,509	126,918,552
	(265,648)	1,741,219	(2,739,951)
REVENUES OVER(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	71,772	-	-
Proceeds from Financing	82,200	-	-
Sale of Fixed Assets	10,971	17,456	10,000
NET OTHER FINANCING SOURCES	165,044	17,456	10,000
	(120,603)	1,758,675	(2,729,951)
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	19,148,748	19,028,145	20,786,820
FUND BALANCE, JUNE 30	19,028,145	20,786,820	18,056,869
FUND BALANCE % OF EXPENDITURE	18.3%	18.9%	14.2%

6/18/2015 1:38 PM

BUDGETED REVENUES & EXPENDITURES

General Fund-Restricted FUND 11	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
FEDERAL REVENUES			
Higher Education Act	1,526,485	1,230,998	1,351,916
Student Financial Aid	12,440	25,100	25,000
Perkins (VTEA)	272,268	307,420	329,447
TANF	56,149	59,139	53,332
Veterans Education	16,944	4,594	20,000
Workforce Investment Act (WIA)	303,988	1,424,277	1,489,343
Other Federal Revenues	655,741	569,708	553,206
TOTAL FEDERAL REVENUES	2,844,015	3,621,236	3,822,244
STATE REVENUES			
General Categorical Programs	3,459,119	4,868,923	5,928,524
Reimbursable Categorical	1,268,133	1,561,884	2,605,757
Other State Revenues	440,565	282,907	299,433
State Non-Tax Revenue	408,004	426,087	429,000
TOTAL STATE REVENUES	5,575,821	7,139,800	9,262,714
LOCAL REVENUES			
Student Fees And Charges	1,306,370	1,409,547	1,410,910
Contract Services	23,835	57,907	44,670
Sales And Commissions	128,265	73,476	72,800
Other Local Revenues	163,540	209,096	170,000
TOTAL LOCAL REVENUES	1,622,010	1,750,025	1,698,380
TOTAL REVENUES	10,041,846	12,511,060	14,783,338
EXPENDITURES			
Academic Salaries	1,406,439	1,739,273	1,601,316
Classified Salaries	3,114,719	3,563,057	4,569,448
Employee Benefits	1,177,660	1,582,804	1,929,571
Supplies and Printing	668,924	826,684	802,397
Other Operating Costs	1,907,894	2,134,777	2,551,025
Capital Outlay	995,945	2,269,709	3,850,786
Other Outgo	803,587	267,042	286,151
Contingencies & Suspense	-	-	394,967
TOTAL EXPENDITURES	10,075,168	12,383,346	15,985,661
	(33,322)	127,715	(1,202,323)
REVENUES OVER/(UNDER) EXPENDITURES			
	(33,322)	**127,715**	**(1,202,323)**
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	1,575,736	1,542,414	1,670,128
FUND BALANCE, JUNE 30	**1,542,414**	**1,670,128**	**467,806**
FUND BALANCE % OF EXPENDITURE	**15.3%**	**13.5%**	**2.9%**

6/18/2015 1:08 PM

BUDGETED REVENUES & EXPENDITURES

General Fund-Unrestricted FUND 11	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
FEDERAL REVENUES			
STATE REVENUES			
General Apportionments	96,624	117,253	125,208
Reimburseable Categorical	31,282	31,282	-
Other Special State Funding	1,086,633	1,101,913	1,046,607
State Non-Tax Revenue	1,793,453	2,238,553	7,550,678
State Tax Subventions	687,338	683,909	685,000
TOTAL STATE REVENUES	3,695,329	4,172,910	9,407,493
LOCAL REVENUES			
Local Property Taxes	78,142,430	83,114,556	87,642,770
Student Fees And Charges	10,943,561	11,205,713	11,470,000
Interest & Investment Income	85,843	120,550	100,000
Rentals and Leases	105,316	57,693	25,000
Other Local Revenues	486,160	514,646	750,000
TOTAL LOCAL REVENUES	89,763,310	95,013,158	99,987,770
TOTAL REVENUES	93,458,640	99,186,068	109,395,263
EXPENDITURES			
Academic Salaries	37,939,594	38,408,903	40,811,922
Classified Salaries	21,452,216	21,784,892	24,813,547
Employee Benefits	17,975,599	18,989,155	23,066,470
Supplies and Printing	1,179,374	1,293,613	1,849,182
Other Operating Costs	7,576,983	8,344,152	10,918,832
Capital Outlay	2,084,024	1,815,371	2,542,933
Other Outgo	5,503,176	6,936,479	6,930,005
Contingencies & Suspense	-	-	-
TOTAL EXPENDITURES	93,710,966	97,572,563	110,932,892
	(252,326)	1,613,505	(1,537,629)
REVENUES OVER/(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	71,773	-	-
Proceeds from Financing	82,300	-	-
Sale of Fixed Assets	10,971	17,456	10,000
NET OTHER FINANCING SOURCES	165,044	17,456	10,000
	(87,281)	**1,630,961**	**(1,527,629)**
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	17,573,012	17,485,731	19,116,692
FUND BALANCE, JUNE 30	**17,485,731**	**19,116,692**	**17,589,063**
FUND BALANCE % OF EXPENDITURE	**18.7%**	**19.6%**	**15.9%**

BUDGETED REVENUES & EXPENDITURES

Debt Service FUND 29	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Interest & Investment Income	6,299	1,819	2,000
Rentals and Leases	88,200	90,750	90,000
TOTAL LOCAL REVENUES	94,499	92,569	92,000
TOTAL REVENUES	94,499	92,569	92,000
EXPENDITURES			
Other Operating Costs	550	1,250	1,250
Other Outgo	672,408	671,908	1,744,641
Contingencies & Suspense	-	-	415,175
TOTAL EXPENDITURES	672,958	673,158	2,161,066
REVENUES OVER/(UNDER) EXPENDITURES	(578,459)	(580,590)	(2,069,066)
OTHER FINANCING SOURCES			
Incoming Transfers	600,000	1,555,400	1,555,400
NET OTHER FINANCING SOURCES	600,000	1,555,400	1,555,400
NET INCREASE/(DECREASE) IN FUND BALANCE	21,541	974,810	(513,666)
FUND BALANCE, JULY 1	486,395	507,936	1,482,746
FUND BALANCE, JUNE 30	507,936	1,482,746	969,080
FUND BALANCE % OF EXPENDITURE	75.5%	220.3%	44.8%

BUDGETED REVENUES & EXPENDITURES

Capital Outlay Projects FUND 41	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
TOTAL STATE REVENUES	-	-	-
LOCAL REVENUES			
Interest & Investment Income	21,966	13,874	73,500
Sales And Commissions	-	8,658	-
TOTAL LOCAL REVENUES	21,966	22,532	73,500
TOTAL REVENUES	21,966	22,532	73,500
EXPENDITURES			
Supplies and Printing	74,655	24,817	16,793
Other Operating Costs	147,299	300,306	935,689
Capital Outlay	5,054,084	5,889,536	7,456,893
Contingencies & Suspense	-	-	3,000,000
TOTAL EXPENDITURES	5,276,038	6,214,658	11,409,375
	(5,254,072)	(6,192,126)	(11,335,875)
REVENUES OVER/(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	4,643,995	5,154,324	5,154,324
Proceeds from Financing	-	12,650,000	-
NET OTHER FINANCING SOURCES	4,643,995	17,804,324	5,154,324
	(610,077)	11,612,198	(6,181,551)
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	4,953,987	4,343,910	15,956,108
FUND BALANCE, JUNE 30	4,343,910	15,956,108	9,774,557
FUND BALANCE % OF EXPENDITURE	82.3%	256.7%	85.7%

BUDGETED REVENUES & EXPENDITURES

Bookstore FUND 51	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Interest & Investment Income	1,895	1,902	2,000
Sales And Commissions	239,243	266,629	260,000
TOTAL LOCAL REVENUES	241,139	268,532	262,000
TOTAL REVENUES	241,139	268,532	262,000
EXPENDITURES			
Classified Salaries	12,229	12,339	12,230
Employee Benefits	4,900	5,113	5,051
Other Operating Costs	119,404	48,255	39,500
Other Outgo	76,773	271,338	180,219
TOTAL EXPENDITURES	213,305	337,044	237,000
	27,833	(68,512)	25,000
REVENUES OVER(UNDER) EXPENDITURES			
	27,833	(68,512)	25,000
NET INCREASE(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	718,413	746,246	677,734
FUND BALANCE, JUNE 30	746,246	677,734	702,734
FUND BALANCE % OF EXPENDITURE	349.8%	201.1%	296.5%

BUDGETED REVENUES & EXPENDITURES

Cafeteria FUND 52	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Sales And Commissions	26,885	26,492	21,500
TOTAL LOCAL REVENUES	26,885	26,492	21,500
TOTAL REVENUES	26,885	26,492	21,500
EXPENDITURES			
Classified Salaries	4,076	4,113	4,000
Employee Benefits	1,633	1,704	1,787
Supplies and Printing	-	-	1,000
Other Operating Costs	153,920	168,893	147,000
TOTAL EXPENDITURES	159,629	174,710	153,787
	(132,745)	(148,218)	(132,287)
REVENUES OVER(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	105,808	148,219	128,500
NET OTHER FINANCING SOURCES	105,808	148,219	128,500
	(26,936)	1	(3,787)
NET INCREASE(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	116,316	89,379	89,380
FUND BALANCE, JUNE 30	89,379	89,380	85,593
FUND BALANCE % OF EXPENDITURE	56.0%	51.2%	55.7%

BUDGETED REVENUES & EXPENDITURES

Self Insurance FUND 61	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Interest & Investment Income	609	756	800
Other Local Revenues	10,425	14,853	15,000
TOTAL LOCAL REVENUES	11,034	15,610	15,800
TOTAL REVENUES	11,034	15,610	15,800
EXPENDITURES			
Supplies and Printing	-	140	1,000
Other Operating Costs	20,822	15,469	35,000
Capital Outlay	9,385	-	26,000
Contingencies & Suspense	-	-	173,796
TOTAL EXPENDITURES	30,207	15,609	235,796
	(19,173)	1	(219,996)
REVENUES OVER/(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	50,000	50,000	50,000
NET OTHER FINANCING SOURCES	50,000	50,000	50,000
	30,827	50,001	(169,996)
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	146,513	177,340	227,341
FUND BALANCE, JUNE 30	177,340	227,341	57,345
FUND BALANCE % OF EXPENDITURE	587.1%	1456.5%	24.3%

BUDGETED REVENUES & EXPENDITURES

Associated Student Gov FUND 71	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Interest & Investment Income	69	-	-
Rentals and Leases	2,225	1,700	2,000
Other Local Revenues	145,524	32,608	38,000
TOTAL LOCAL REVENUES	147,818	34,308	40,000
TOTAL REVENUES	147,818	34,308	40,000
EXPENDITURES			
Classified Salaries	13,542	9,320	10,400
Employee Benefits	2,210	995	936
Supplies and Printing	56,294	63,497	62,300
Other Operating Costs	50,765	65,180	56,200
Capital Outlay	14,742	2,463	11,414
Other Outgo	15,201	13,540	14,000
TOTAL EXPENDITURES	152,754	154,994	155,250
	(4,936)	(120,686)	(115,250)
REVENUES OVER/(UNDER) EXPENDITURES			
OTHER FINANCING SOURCES			
Incoming Transfers	5,000	123,119	117,000
NET OTHER FINANCING SOURCES	5,000	123,119	117,000
	64	2,433	1,750
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	89,784	89,849	92,281
FUND BALANCE, JUNE 30	89,849	92,281	94,031
FUND BALANCE % OF EXPENDITURE	58.8%	59.5%	60.6%

BUDGETED REVENUES & EXPENDITURES

Student Center Fee FUND 73	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
LOCAL REVENUES			
Student Fees And Charges	127,407	128,891	130,000
Interest & Investment Income	4,588	5,108	5,000
TOTAL LOCAL REVENUES	131,995	133,998	135,000
TOTAL REVENUES	131,995	133,998	135,000
EXPENDITURES			
Classified Salaries	46,386	54,557	81,382
Employee Benefits	7,268	11,288	17,000
Supplies and Printing	-	229	500
Other Operating Costs	525	55,176	75,813
Capital Outlay	41,921	133,775	996,000
Contingencies & Suspense	-	-	145,636
TOTAL EXPENDITURES	96,100	255,025	1,316,331
	35,895	(121,027)	(1,181,331)
REVENUES OVER\(UNDER) EXPENDITURES			
	35,895	**(121,027)**	**(1,181,331)**
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	1,266,463	1,302,358	1,181,331
FUND BALANCE, JUNE 30	**1,302,358**	**1,181,331**	**(0)**
FUND BALANCE % OF EXPENDITURE	**1355.2%**	**463.2%**	**0.0%**

8/18/2015 1:08 PM

BUDGETED REVENUES & EXPENDITURES

Student Financial Aid FUND 74	Actual FY 2014	Unaudited Actual FY 2015	Budget FY 2016
REVENUES			
FEDERAL REVENUES			
Student Financial Aid	10,425,242	17,790,610	16,387,889
TOTAL FEDERAL REVENUES	10,425,242	17,790,610	16,387,889
STATE REVENUES			
General Categorical Programs	-	887,655	900,000
TOTAL STATE REVENUES	-	887,655	900,000
LOCAL REVENUES			
TOTAL REVENUES	10,425,242	18,678,265	17,287,889
EXPENDITURES			
Other Outgo	10,425,242	18,678,265	17,287,889
TOTAL EXPENDITURES	10,425,242	18,678,265	17,287,889
	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES			
NET OTHER FINANCING SOURCES	-	-	-
	-	-	-
NET INCREASE/(DECREASE) IN FUND BALANCE			
FUND BALANCE, JULY 1	-	-	-
FUND BALANCE, JUNE 30	-	-	-
FUND BALANCE % OF EXPENDITURE	0.0%	0.0%	0.0%

Subject: **First Reading: Substantive Change for Baccalaureate Degree in Biomanufacturing**	**Attachment:** **PowerPoint Presentation**
Category: **Presentations**	**Type of Board Consideration:** ✔ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In fall 2014, MiraCosta College faculty and division leaders conducted initial discussions about participating in the California pilot program for community colleges to offer baccalaureate degrees. Faculty members and administrators met with regional program educators and local industry leaders to assess labor-market demand and industry support for the program. Proposals were reviewed by a workgroup of the Courses and Programs Curriculum Committee (CPCC), which recommended the college develop a bachelor's degree in biomanufacturing. The Academic Senate, in turn, voted unanimously to proceed with the bachelor's degree proposal at its regular meeting on November 7, 2014. On December 10, 2014, the Board of Trustees unanimously approved the decision to apply to become a part of the California baccalaureate pilot. The proposal was approved by the California Community College Board of Governors on March 16, 2015.

STATUS

The college now seeks approval of the bachelor's program by the Accrediting Commission for Community and Junior Colleges (ACCJC), which requires the submission of a substantive change proposal. In August 2015, the four MiraCosta College governance councils (Academic Senate, Administrative Council, Classified Senate, and Associated Student Government) considered and approved the substantive change proposal. The council recommendations were presented to the superintendent/president's cabinet for further consideration, and the superintendent/president submitted the substantive change proposal to the board for an initial reading and review.

A working draft of the substantive change proposal is now presented for initial reading and comment by the Board of Trustees. The document is available online at http://www.miracosta.edu/officeofthepresident/board/downloads/BiomanufacturingSubchangeProposal00000004.pdf

RECOMMENDATION

For board information.

SUBSTANTIVE CHANGE: BIOMANUFACTURING BACCALAUREATE DEGREE

Mike Fino · Carlos Lopez · Dr. Mary Benard

BIOMANUFACTURING BACCALAUREATE DEGREE

Biomanufacturing Baccalaureate Degree Substantive Change Proposal Writers

Gail Baughman
Mary Benard
Joanne Benschop
Cindy Dudley
Mike Fino
Carlos Lopez
Charlie Ng
Bob Pacheco
Cynthia Rice
Dick Robertson
Wendy Stewart
Al Taccone
John Thomford
Mario Valente
Alketa Wojcik

MiraCosta College

2

BIOMANUFACTURING
BACCALAUREATE DEGREE

PRESENTATION OUTLINE

- Substantive Change: Why?
- The Biomanufacturing Program
- Institutional Support

3

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

SUBSTANTIVE CHANGE: WHY?

4

BIOMANUFACTURING
BACCALAUREATE DEGREE

CAMPUS CALL TO ACTION

9/28/2014

- SB850 passes, authorizing pilot of Baccalaureate degrees at 15 community colleges

11/19/2014

- CCC Chancellor's Office issues a Request for Applications (RFA)

12/18/2014

- MiraCosta College submits application to participate in pilot with a Baccalaureate degree in Biomanufacturing

3/16/2015

- Board of Governors approves initial 12 community colleges in the pilot, including MiraCosta College's Biomanufacturing program

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

ACCJC REQUIREMENTS FOR SUBSTANTIVE CHANGE

- USDE regulations require ACCJC to ensure any substantive change to an educational institution will not adversely impact the institutions ability to meet:
  - ✓Eligibility Requirements
  - ✓ACCJC Standards
  - ✓Commission Policies
- Change the Commission considers substantive:
  - ✓Change in degree level from that which was previously offered by the institution (3.1.2)

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

BACCALAUREATE DEGREE IMPACT ON ACCJC ELIGIBILITY REQUIREMENTS

- Maintain compliance with all eligibility requirements:
  - ✓ Use existing institutional planning, curriculum development & approval processes
  - ✓ Sufficient resources to support new program
  - ✓ Admissions criteria to be developed
  - ✓ Information and Learning Support enhance as appropriate to support program
- Mission Statement – minor change

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

THE BIOMANUFACTURING PROGRAM

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

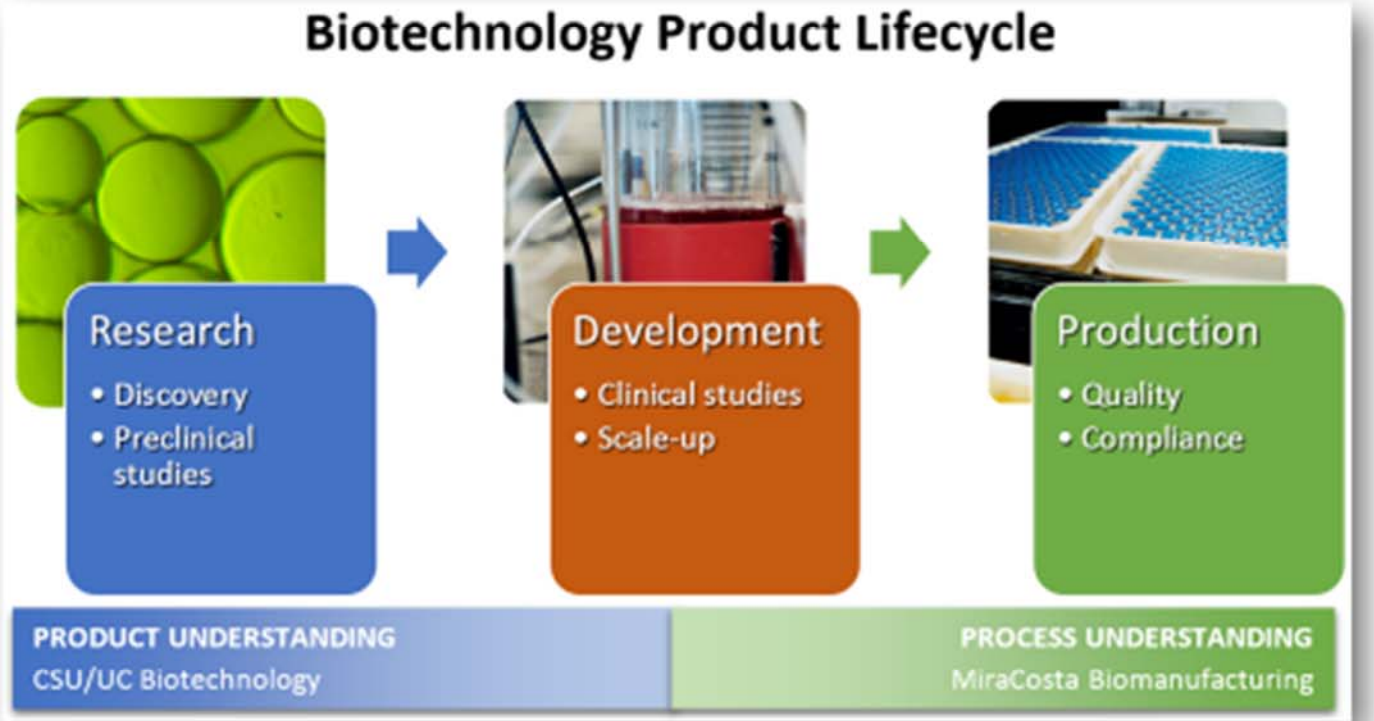
NEED FOR A BIOMANUFACTURING BACCALAUREATE

- Anecdotal information from local companies
- Published reports at regional and state level for biotechnology and, specifically, manufacturing
- Broad support from industry, workforce groups, local government, state, and national organizations

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

NON-DUPLICATION OF CSU/UC DEGREES



MIRACOSTA COLLEGE

10

BIOMANUFACTURING
BACCALAUREATE DEGREE

UPPER DIVISION COURSEWORK

Biomanufacturing Science and Technology Concentration

- Process Science
- Design of Experiments for Biomanufacturing
- Design of Biomanufacturing Processes and Equipment
- Bioprocess Monitoring and Control
- Seminar in Biomanufacturing Technologies

Biomanufacturing Quality Concentration

- Statistical Process Control
- Global Quality System Regulations
- Six Sigma and Lean Manufacturing
- Methods in Quality Improvements and Investigations
- Seminar in Biomanufacturing Quality

General Electives

Advanced Technical Writing for Regulated Environments

Public Health/Principles of Epidemiology

Leadership Skills and Team Dynamics

11

BIOMANUFACTURING BACCALAUREATE DEGREE

Lower Division	Biotechnology associate degree or equivalent preparation	
Upper Division, Year One	**Fall Term**	**Spring Term**
	• Process Sciences	• Design of Biomanufacturing Processes and Equipment
	• Design of Experiments for Biomanufacturing	• Statistical Process Control
	• Global Quality System Regulations	• Advanced Technical Writing for Regulated Environments
	• Elective courses	• Elective courses
Upper Division, Year Two	**Fall Term**	**Spring Term**
	• Bioprocess Monitoring and Control	• Methods in Quality Improvements and Investigations
	• Six Sigma and Lean Manufacturing	• Seminar in Biomanufacturing Quality
	• Seminar in Biomanufacturing Technologies	• Leadership Skills and Team Dynamics
	• Public Health/Principles of Epidemiology	• Elective courses
	• Elective courses	

MiraCosta College

BIOMANUFACTURING
BACCALAUREATE DEGREE

INSTITUTIONAL SUPPORT

MIRACOSTA COLLEGE

BIOMANUFACTURING
BACCALAUREATE DEGREE

INSTITUTIONAL SUPPORT

- Facilities

MIRACOSTA COLLEGE

14

BIOMANUFACTURING
BACCALAUREATE DEGREE

INSTITUTIONAL SUPPORT

- Budget
  - MiraCosta College has sufficient financial resources to support the baccalaureate in Biomanufacturing degree.
- Staffing
  - 2 Fulltime Faculty
    - ✓Mike Fino
    - ✓Gail Baughman)
  - 6 Associate Faculty
  - 2 Classified Staff
    - ✓Pia Esbensen
    - ✓Albert Vu

MIRACOSTA COLLEGE

15

BIOMANUFACTURING
BACCALAUREATE DEGREE

INSTITUTIONAL SUPPORT

- Admissions Criteria
  - ✓ Points based admissions similar to the Associate Degree in Nursing (ADN) process
  - ✓ Pending Modifications to Education Code & Title 5

MIRACOSTA COLLEGE

16

QUESTIONS?

MiraCosta College

17

Subject: **Board Policy 1200 – Mission Statement**	**Attachment:** **BP 1200–Mission Statement**
Category: **First Reading – Board Policies**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

California Senate Bill 850 requires that community colleges offering bachelor's degrees "shall have the additional mission to provide high-quality undergraduate education at an affordable price for students and the state."

In May 2015, the MiraCosta College Institutional Effectiveness Committee (IEC) reviewed the legislative requirements for offering the bachelor's degree and voted to recommend to all four governance councils that the word "associate" be removed from the mission statement to be more inclusive of the new degree.

In August 2015, four governance councils (Academic Senate, Administrative Council, Classified Senate, and Associated Student Government) considered and approved the IEC recommendation for the express and limited purpose of complying with the statutory requirements for colleges offering bachelor's degrees.

STATUS

Board Policy 1200–District Mission contains the college mission statement and is routed to the superintendent/president as operational. The council recommendations were tendered to the superintendent/president's cabinet for further consideration, and the superintendent/president submits this ministerial change to the Board of Trustees for action.

RECOMMENDATION

Approve revision to the MiraCosta College Mission Statement and Board Policy 1200–Mission Statement.

The mission of the MiraCosta Community College District is as follows:

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers ~~associate~~ degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

As part of the ten-year comprehensive master planning process, this mission is evaluated and revised at least every three years, or as deemed necessary.

Adoption History: 4/21/09, 9/20/11, 2/19/14, _____
Reference Update: 11/14
References: Accrediting Commission for Community and Junior Colleges
Accreditation Standard I.A

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

STATUS

1. Unpaid leave of absence request for Nora Kenney, Writing Coach – Writing Center, position 3545, in accordance with AP7340, effective August 1 – December 31, 2015.

2. Temporary change of assignment for the following regular classified employees:

   Beatriz Palmer, Secretary/Clerk II – Service Learning and Veterans Assistant, positions 3509 and 3124, will work in an interim assignment as a Student Services Coordinator – Service Learning, position 0126, salary range 26, step 1, $5,570 per month, full-time, effective July 1 – December 31, 2015.

   Aimee Barragan, Administrative Secretary – Nursing and Allied Health Dept., position 3485, will serve as an Administrative Assistant to the Vice President, Business and Administrative Services, position 0056, salary range 25, step 6, $6,599.58 per month, full-time, effective July 1 – September 30, 2015.

   Lisa Montes, Student Services Specialist – School Relations and Diversity Outreach, position 3440, will assist the Noncredit Continuing Education Department, two days per month, effective July 1 – December 31, 2015.

3. Temporary additional assignment for the following regular classified employees:

   Anais Torrecilla, Instructional Aide – Noncredit ESL, position 5032, will assist the Community Education department as a Campus Aide II, $13 per hour, 8 hours per week, effective August 27, 2015 – June 30, 2016.

   Sheila Manning, Student Accounts and Admissions Assistant, position 3260, will receive a 5-percent responsibility factor for assuming additional duties during peak registration periods, $780.39 total, effective July 14, 2015 – June 30, 2016.

Angelena Boles, Program Aide – Testing Services, position 4141, will also assist the Academic Proctoring Center as a Testing Services Specialist I, salary range 19, step 1, $25.73 per hour, 8 hours per week, effective July 10 – August 13, 2015.

Carolyn Kinnon, Instructional Assistant II – Horticulture, position 3394, will also assist the Horticulture Department as an Instructional Associate, salary range 25, step 1, $31.22 per hour, 8-12 hours per week, effective July 17 – December 31, 2015.

Griselda Hernandez, Noncredit Student and Faculty Support Assistant, position 3263, will assist the Financial Aid Department as a Campus Aide III, $17 per hour, 20 hours per week, effective September 1 - 30, 2015.

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

Employee	Job Title	Asgnmt.	Dept.	Hourly Rate	Start Date	End Date
Steven Traugh	Concert Performer/ Percussion Coach	short-term	Music	$42.12/hr	3/11/15	3/18/15
Lindsey Bollerud	Secretary/Clerk I	substitute	Counseling	$19.12/hr	7/1/15	12/31/15
Melissa Richards	Campus Aide III	short-term	Transfer Ctr	$17/hr	7/15/15	12/31/15
Mahnoor Mian	Campus Aide I	substitute	Honors Scholar Program	$9/hr	7/27/15	12/18/15
Erika Guerrero Callejas Allison Geise Monica Oropeza	Apprentice III	substitute	Retention Services	$13/hr	7/31/15	12/31/15
Alexandra Stewart Kavin Tangtartharakul Stephany Gesaman	Apprentice I	substitute	Retention Services	$9/hr	7/31/15	12/31/15
Taylor Bashara Conor Mata Danielle Price Laura Ruiz Evan Stoecker Chauncy Sapien	Apprentice II	substitute	Retention Services	$11/hr	7/31/15	12/31/15
Jenny Vosburg	Secretary/Clerk II	substitute	Veterans Services	$21.46/hr	8/10/15	12/31/15
Leah Simmons Juan Villegas Gomez	Campus Aide II	substitute	Student Accounts	$13/hr	8/11/15	9/30/15
Zuleyma Hernandez	Instructional Aide	substitute	Noncredit ESL	$19.66/hr	8/19/15	12/31/15
Ruth Antonizio Ray Paul Bitar Arlinda Breen Omar Canseco Jessee Grizzle Karen Kohl Tyler Melen Steve Mott Bene Joyce Raphael Jennifer Vosburg Lynn Wetzell	Campus Aide III	short-term	DSPS	$17/hr	8/24/15	12/31/15
Stephen Lague	Campus Aide II	short-term	Horticulture	$13/hr	8/24/15	12/18/15
Stephen Lague	Instructional Assistant II	substitute	Horticulture	$24.78/hr	7/17/15	12/31/15

Employee	Job Title	Asgnmt.	Dept.	Hourly Rate	Start Date	End Date
Bernadette Rendon Amani Mack, Mary Ruby DeLeon	Campus Aide II	short-term	EOPS	$13/hr	8/27/15	12/21/15
Dakota Lenz	GEAR UP Support Staff I	short-term	GEAR UP	$9/hr	8/27/15	12/31/15
Jacarri Culberson Chris Raybon Kristen Wright Doug Wright	Apprentice III	short-term	Athletics /Intramurals	$13/hr	8/27/15	12/31/15
Christee Raya Lori Smith	Campus Aide II	short-term	Counseling	$13/hr	8/27/15	12/23/15
Zakia Farouq	Campus Aide II	substitute	CommEd/ Workforce Dev	$13/hr	8/28/15	12/18/15
Elaine Dodge	Development Officer	substitute	Foundation and Development	$38.22/hr	9/1/15	6/30/16
Jennifer Vosburg	Secretary II	substitute	DSPS	$26.24/hr	9/1/15	12/18/15
Charity Singleton	Receptionist/ Switchboard Operator	substitute	Public Information Office	$22.08/hr	8/21/15	1/1/16
Elizabeth Stephens	Secretary/Clerk III	short-term	Human Resources	$23.39/hr	8/27/15	12/31/15
Cynthia Vigeland	Human Resources Technician	short-term	Human Resources	$27.02/hr	8/27/15	12/31/15
Rodrigo Gonzalez	GEAR UP School Site Coordinator	short-term	GEAR UP	$21.46/hr	8/31/15	12/31/15
Yuri Juarez	Campus Aide III	short-term	GEAR UP	$17/hr	8/27/15	12/31/15
Nora Kenney	Research Analyst	short-term	Continuing Education	$33.09/hr	8/27/15	12/31/15
Justin Stewart	Instructional Aide	short-term	CommEd/ Workforce Dev	$19.66/hr	8/27/15	12/31/15
Marcellius Caviness	Campus Aide III	short-term	Service Learning	$17/hr	8/27/15	12/31/15
Clayton Littrell	Student Services Coordinator	substitute	DSPS	$32.13/hr	7/1/15	12/31/15
Darrenn Williams	Workshop Facilitator	short-term	EOPS	$100 stipend	9/4/15	9/4/15
Virginia Cerda	Campus Aide I	short-term	DSPS	$9/hr	8/24/15	12/18/15
Madelayne Beauvais	Secretary/Clerk I	short-term	Campus Life and Activities	$19.12/hr	8/27/15	12/31/15

RECOMMENDATION

Ratify recommendations of superintendent/president in approving classified personnel actions.