MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF REGULAR MEETING **JULY 15, 2015**
(Approved August 5, 2015)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, July 15, 2015, in the San Elijo Campus Student Center Conference Room. President Jeanne Shannon called the meeting to order at 3:10 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Naweed Tahmas, Student Trustee

Administrators present:
Superintendent/President Sunita V. Cooke
Vice President Mary Bernard, Instructional Services
Vice President Charlie Ng, Business and Administrative Services
Vice President Dick Robertson, Student Services

III. APPROVE MEETING MINUTES

A. Special Meeting of June 13, 2015
B. Regular Meeting/Workshop of June 13, 2015
C. Special Meeting of June 24, 2015
D. Regular Meeting of June 24, 2015

By motion of Trustee McNeil, seconded by Trustee Merchat, the minutes of the special meeting of June 13, 2015, regular meeting/workshop of June 13, 2015, special meeting of June 24, 2015, and the regular Meeting of June 24, 2015, were approved.

Vote:	7/0/0
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Nay:	None
Student Trustee:	Aye

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Accreditation Update: State and Federal Regulations and Eligibility Requirements

Dean Bob Pacheco provided an accreditation update relating to the state and federal regulations and eligibility regulations.

VII. CONSENT ITEMS

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

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

C. Ratify Revised Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty

D. Approve MiraCosta Community College District Classified Administrators Association Working Conditions Manual

E. Approve Revised Classified Senate Employee Manual

F. Ratify Contracts and Approve Purchase Orders – June 1 through June 30, 2015

G. Approve Updated MiraCosta College Equal Employment Opportunity (EEO) Plan

H. Approve Student Accident Insurance Renewal – August 1, 2015, to August 31, 2016

I. Adopt Resolution No. 1–15/16 – Designating Authorized Agents to Receive Mail and Pick Up Warrants at the San Diego County Office of Education

J. Approve Architectural Design Services Contract Amendment #03 for Architects Mosher Drew

K. Approve Architectural Facilities Master Planning Services Contract for Steinberg Architects

L. Approve Annual Purchase of Desktop Computers and Laptops for Fiscal Year 2016

M. Approve Upgrade of Building Network Switches and Purchase of Network Switches and Blade Servers from Trace3

N. Approve Upgrade of Storage Area Network (SAN) and Purchase of the SAN Expansion

O. Acknowledge Receipt of and Confirm Interaction by the Board of Trustees with the MiraCosta College 2015 California Student Success Scorecard

Item VII.B was pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Cassar, consent items VII.A and VII.C through VII.O were approved.

Vote:	7/0/0
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Nay:	None
Student Trustee:	Aye

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

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Abstain

VIII. ACTION ITEMS

A. Rescind Old Board Policies

By motion of Trustee McNeil, seconded by Trustee Fischer, the following old board policies were rescinded:

- BP I.D–Legally Mandated Policies
- BP II.A–The Administrative Organization

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

IX. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 3710 – Securing of Copyright

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 3710.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

B. Board Policy 4230 – Grading and Academic Record Symbols

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 4230.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

C. Board Policy 5010 – Admission and Concurrent Enrollment

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 5010.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

D. Board Policy 5025 – Residence Determination

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 5025.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

E. Board Policy 5020 – Nonresident Tuition

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 5020.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

X. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Broad reported on his attendance at the Achieving the Dream kickoff meeting in Cincinnati. Trustee Merchat attended this year's Encuentros Conference breakfast, the Samoan cultural celebration, and toured UCSD construction sites. Trustee Shannon commended the Honors Scholars Program for its one-hundred-percent application acceptance at UCLA. Trustee McNeil participated in the Oceanside Fourth of July parade, the Encuentros Conference breakfast, and several Samoan and Polynesian cultural events.

B. Students

Student Trustee Naweed Tahmas noted all student government positions have been filled this year. An effort to email students regarding volunteer opportunities has been quite successful. A special summer session of the Emerging Leaders Institute will be held in August for several student groups. He is working with a Community Learning Center faculty member to assist in transitioning students from noncredit to credit.

C. Classified Employees

A written report was included in the agenda.

D. Faculty

A written report was included in the agenda. President-elect Susan Hermann attended for Academic Senate President Mike Fino. She reported a number of events that involve faculty are occurring over the summer, including a learning communities institute and the Achieving the Dream kick-off in Cincinnati.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson noted the district received several honors on this date at the annual Oceanside Chamber of Commerce awards luncheon. There has been a soft launch of the MyEdPlan program, which will assist students in creating education plans and monitoring progress. The Athletic Department will participate in an athletic scorecard in the coming year.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Charlie Ng reported on his recent visit, along with Tom Macias and Frank Merchat, to UCSD to observe construction activities. Vice President Ng reported that he serves on the San Diego County Treasurer's pooled funds oversight committee, and noted that current financial conditions are favorable for bond measures.

4. Office of the President

A written report was included in the agenda.

5. Superintendent/President

Dr. Cooke noted that three separate teams are working to implement the Achieving the Dream initiative. She has been in contact with the college's feeder high school leaders regarding student preparation and aligning and streamlining curriculum. She recently visited a local charter high school and several technology businesses. She thanked staff

members for their work in completing negotiations this year. The last meeting of the State Workforce Taskforce will be held the last week in July, when a series of recommendations will be finalized and prioritized in preparation for presentation to the Board of Governors.

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XII. ADJOURNMENT

The regular meeting adjourned at 4:22 p.m.

MINUTES APPROVAL:

Jeanne Shannon
Board President

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

Subject:	Attachment:
Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✔ Consent Action
Recommended:	**Approved for Consideration:**
Mary K. Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Revision of reduced workload agreement for Patrick Connolly, Administration of Justice Instructor, position 1226, change in assignment from 97.1 percent to 83 percent, effective August 14, 2015, (see attached agreement).

2. In accordance with Article 12.7 of the Academic Associate Faculty Collective Bargaining Agreement, associate faculty member Darlene Burke requests advancement on the associate faculty salary schedule due to the completion of a doctorate degree, from salary class 5 to 6, effective August 1, 2015.

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

Kai Harris – Athletics
Andrew Rosen – Math
Kerry Herington – Counselor

RECOMMENDATION

Ratify recommendations of the superintendent/president in approving academic personnel actions.

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

STATUS

1. Resignation of Zarela Guerrero, Instructional Aide – Noncredit ESL, position 5019, effective June 19, 2015.

2. Employment of the following regular classified employees:

   Daniel Munoz, Instructional Assistant I – Chemistry, position 4068, salary range 12, step 1, $3,646.58 per month, full-time, 10 months per year, effective August 3, 2015.

   Jessica Ayers, Police Services Officer, position 4367, salary range 11, step 2, $3,735.75 per month + 2.5-percent shift differential, full-time, 12 months per year, effective June 22, 2015.

   Jose Mota Student Services Coordinator – EOPS, position 3115, salary range 26, step 2, $5,875.50 per month, full-time, 12 months per year, effective July 1, 2015.

3. In accordance with Administrative Procedure 7346, Jim Gonzales, Student Services Coordinator – Activities, position 3111, requests a military leave of absence for annual training duty, effective July 6 to July 17, 2015.

4. Modify effective date of reclassification for Public Grants Technician, position 3345, from February 1, 2014, to January 1, 2012. Approving the revised effective date will provide the incumbent employee a one-time retroactive compensation amount of $7,116.01.The duties the incumbent employee performed that were recommended for reclassification by the Classification Review Committee and subsequently approved by the Board of Trustees effective February 1, 2014, were performed by this employee since January 1, 2012.

5. Temporary change of assignment for Shawna Sourivanh, Secretary/Clerk I – Human Resources Dept., position 3140, will continue as an interim Human Resources Technician, position 0075, salary range 20, step 1, $26.49 per hour, full-time, effective August 7 to December 31, 2015.

6. 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
Kyla Moya	Secretary/Clerk III	substitute	Financial Aid	$22.93/hr	6/25/15	12/31/15
Farshud Sorourifar Bridget O'Brien Brooke Tyler Jennifer Hays Brenna Arant	Campus Aide I	short-term	Honors Scholar	$9/hr	8/3/15	12/18/15
Darrenn Williams	Campus Aide I	short-term	DSPS	$9/hr	7/2/15	7/31/15
Denise Jessup Michael Bush Reynaldo Banasijan Rachel Nguyen	Apprentice I	short-term	Writing Ctr	$9/hr	7/15/15	12/31/15
Naweed Tahmas	Student Trustee	short-term	Office of President	$200 stipend/mo	6/13/15	5/31/16
Brian Raub	Campus Aide III	short-term	Transfer Center	$17/hr	7/16/15	12/31/15
Elizabeth Leguizamo	Program Aide	short-term	Transfer Center	$18.74/hr	7/1/15	12/31/15
Cristal Mejicanos	Campus Aide II	substitute	Comm Ed	$13/hr	8/3/15	11/27/15
Brayan Astorga	ASG President	short-term	Student Activities	$200 stipend/mo	6/1/15	5/27/16
Eshan Afshinpoor	Instructional Aide	substitute	Noncredit ESL	$19.28/hr	7/1/15	12/31/15
Leah Sturdevant Stewart Sanders	Assistant Athletic Trainer	short-term	Athletics/ Intramurals	$32.44/hr	7/27/15	12/31/15
Michael Biggs	Custodian	substitute	Facilities	$21.65/hr	7/1/15	6/30/16
Jaice Bishop Jennifer (Lynn) Wetzell	Secretary/Clerk II	substitute	San Elijo Campus	$21.04/hr	8/24/15	12/23/15
Brent McDannald	Campus Aide III	short-term	Dance	$17/hr	7/16/15	7/24/15

RECOMMENDATION

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

RESOLUTION # 1-15/16

RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION

MiraCosta Community College School District, San Diego County ON MOTION

OF member McNeil, seconded by member Cassar

effective July 15, 2015 through June 30, 2016.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (***one person only***) to receive mail from the Accounting/Payroll Sections is Sunita V. Cooke.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

   Charlie Ng, Katie White, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis, Carol Simonds, or person designated by MCCCD.

3.		mail	hold	consortium	
Check one	☐	☐	☑	Monthly payroll warrants each and every month.
Check one	☐	☐	☑	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on July 15, 2015 (date) by the following vote:

AYES: 7 MEMBERS

NOES: 0 MEMBERS

ABSENT: 0 MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable: (Rubber Stamp)