MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF ORGANIZATIONAL MEETING **DECEMBER 9, 2015**
(Approved January 20, 2016)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in an annual organizational meeting on Wednesday, December 9, 2015, in the John MacDonald Boardroom on the Oceanside Campus. Trustee Jeanne Shannon called the meeting to order at 3:17 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 Benard, Instructional Services
Vice President Charlie Ng, Business and Administrative Services
Vice President Dick Robertson, Student Services

III. BOARD ORGANIZATIONAL ACTION

A. Election of Officers

1. President

By motion of Trustee McNeil, seconded by Trustee Simon, David Broad was elected president of the Board of Trustees for 2016.

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

2. Vice President

By motion of Trustee Broad, seconded by Trustee Fischer, George McNeil was elected as vice president of the Board of Trustees for 2016.

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

3. Secretary

By motion of Trustee Broad, seconded by Trustee McNeil, Dr. Sunnny Cooke was elected as secretary of the Board of Trustees for 2016.

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

4. Assistant Secretary

By motion of Trustee Broad, seconded by Trustee McNeil, Evelyn Crogan was elected as assistant secretary of the Board of Trustees for 2016.

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

B. Fix Dates, Times, and Locations of 2016 Board Meetings

By motion of Trustee McNeil, seconded by Trustee Shannon, the dates, times, and locations of the 2016 board meetings were approved, as presented.

IV. APPROVE MEETING MINUTES

A. Regular Special Meeting/Workshop of November 18, 2015

B. Regular Meeting of November 18, 2015

By motion of Trustee McNeil, seconded by Trustee Shannon, the minutes of the special meeting/workshop of November 18, 2015, and the regular meeting of November 18, 2015, were approved.

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

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

None.

VI. CHANGES IN AGENDA ORDER

Agenda item VI.B, CARE, Clery Act, College Police and District Safety Update presentation, will be given at the January 2016 board meeting.

VII. PRESENTATIONS

A. MiraCosta College Foundation Overview and FY14/15 Accomplishments

Foundation Executive Director Linda Fogerson reported that the foundation raised $1.24 million in 2015, launched phase II of the Campaign for Opportunity Scholarships, and provided more than $900,000 in support of the college and its students.

B. Accreditation Update: Standard II.A Instructional Programs

Dean Al Taccone recapped the sixteen components of Standard II.A–Instructional Programs and reported that the district meets all of those standards.

VIII. CONSENT ITEMS

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

B. Approve Minimum Qualifications Comparable Degree Title Request

C. **Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions**
D. **Approve Employment Contracts of Academic Administrators**
E. **Approve 2016 Minimum Wage Increase**
F. **Ratify Contracts and Approve Purchase Orders – November 1 through November 20, 2015**
G. **Approve Request to Destroy Education Records Marked for Destruction**
H. **Approve Three Additional Courses for the Community Education and Workforce Development Security Program**
I. **Approve Curriculum for 2016/17 Catalog, Part I**
J. **Approve Architectural Design Services Contract Amendment #05 for Architects Mosher Drew**
K. **Approve Bond Counsel Services with Stradling Yocca Carlson & Rauth**
L. **Approve Authorization for the Vice President of Business and Administrative Services to Execute Construction Contract Change Orders**

Item L was pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Shannon, consent items A through K 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 Shannon, consent item L was approved.

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

IX. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 2431 – Superintendent/President Selection

By motion of Trustee McNeil, seconded by Trustee Merchat, Board Policy 2431– Superintendent/President Selection was adopted.

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

X. PERIODIC REVIEW – BOARD POLICIES

A. **Board Policy 2715 – Code of Ethics/Standards of Practice (Annual Review)**
B. **Board Policy 3050 – Institutional Code of Ethics (Annual Review)**
C. **Board Policy 2220 – Committees of the Board**
D. **Board Policy 4110 – Honorary Degrees**

BP 2715 and BP 3050 were presented for annual review; no changes were required. BP 2220 and BP 4110 were presented for periodic review; no changes were required.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Cassar, Shannon, and Simon attended a recent Achieving the Dream workshop. Trustee Shannon attended this month's SDICCCA meeting. Trustee

McNeil attended the Nursing Department emergency exercise, the transgender day of remembrance, and *Radio Days* at the Community Learning Center. Trustee Fischer voiced concern over recent events at the college relating to race relations. Trustee Frank Merchat took the LGBTA training and completed an Italian class. He and Trustee Cassar continue to serve on the facilities master plan committee.

B. Students

Naweed Tahmas reported the Black Student Union silent demonstration on this date was well attended.

C. Classified Employees

A written report was included in the agenda. Gwen Partlow noted two new members have been assigned to the Classification Review Committee.

D. Faculty

A written report was included in the agenda. Mike Fino reported the Academic Senate adopted a resolution last week supporting faculty cultural competency. He noted the work of Anjeanette Oberg, who is being recognized by the Academic Senate's nomination of her for the Hayward Award.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Vice President Mary Benard noted that the silent demonstration on this date was very respectful. She commended the Community Education high-threat security program, which has been nominated for a Bellweather Award.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson expressed his gratitude to the students' demeanor during the silent demonstration on this date.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Ng expressed his thanks to the staff who worked to ensure the safety of students and staff during the silent demonstration.

4. Office of the President

A written report was included in the agenda. President Cooke voiced her pride in the college's students and staff.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

A facilities workshop for the board will be held on December 16, 2015.

XIII. ADJOURNMENT

The regular meeting adjourned at 4:45 p.m.

MINUTES APPROVAL:

David Broad
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 Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cook, Ph.D. Superintendent/President

STATUS

1. Retirement of Robert Turner, Instructor – Letters Department, position 1271, effective Dec. 20, 2015.

2. In accordance with Article 12.7 of the Academic Associate Faculty Collective Bargaining Agreement, associate faculty member, Leticia Aguirre, requests advancement on the associate faculty salary schedule due to the completion of SAC approved coursework, from salary class 4 to 5, effective Jul. 1, 2016.

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

   Christopher Merrill – Computer Science
   Hiroko Townsend – Japanese
   Karen Onofrey – English
   Katharyn D'Amato – Kinesiology
   Alexis Faust - Anthropology

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

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

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

   THEREFORE BE IT RESOLVED that the Academic Senate recommends that the Board accept the candidates' qualifications as equivalent for the specific assignments in question.

RECOMMENDATION

Ratify recommendations of 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. Employment of Tiffany Burnett, Student Services Specialist – Counseling, position 3449, salary range 21, step 1, $4,821.67 per month, full-time, 12 months per year, effective Nov. 30, 2015.

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

   a) Amber Jackson, Secretary/Clerk I – Transfer Center, position 3147, has accepted the position of Student Services Specialist – Counseling, position 3447, salary range 21, step 1, $4,821.67 per month, full-time, 12 months per year, effective Nov. 30, 2015.

   b) Increase in hours for Valerie McCarley, Veterans Assistant, position 3128, from 18 to 40 hours per week, effective Jan. 1, 2016.

   c) Increase in hours for Chris Boehm, Instructional Associate – Design Dept., position 3391, from 18 to 40 hours per week, effective Dec. 21, 2015.

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

   a) Nora Kenney, Writing Coach, position 3545. Nora will continue to serve in a temporary assignment as Research Analyst – Continuing Ed, position 0134, salary range 27, step 1, $5735.25 per month, full-time, effective Jan. 1 – Jun. 30, 2016.

   b) Shawna Sourivanh, Secretary/Clerk I – Human Resources, position 3140, will continue to serve in an interim assignment as a Human Resources Technician, position 0075, salary range 20, step 1, $4,682.75 per month, full-time, effective Jan. 1, 2016 – Jun. 30, 2016.

   c) Correction to duration of assignment for Dixie Schulz, Admissions/Records Specialist, position 4006. Dixie will continue to serve in a temporary assignment as the interim SEC Admissions/Records Supervisor, position 0120, salary range 26, step 21, $8,120.92 per month, full-time, effective Jan. 1, 2016 – Jun. 30, 2016.

4. Temporary additional assignment for Phillip Walcott, Veterans Assistant, position 3123. Phillip will assist the Student Account Dept. as a Cashier I, salary range 9, step 1, $19.66 per hour, 6 hours per week, effective Dec. 1, 2015 – May 31, 2016.

5. Parental leave request for Lenore Gallucci, Institutional Effectiveness Specialist, position 3490. Lenore requests a decrease in hours from 40 to 32 hours per week, effective Nov. 30, 2015 – March 31, 2016.

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	Asgmnt	Dept	Hourly Rate	Start Date	End Date
Perlita Ricardez	Campus Aide III	substitute	Adm/Records	$17/hr	11/16/15	12/23/15
Lily Mara	Instructional Aide	substitute	Retention Svcs	$19.66/hr	11/19/15	12/31/15
Margi Arguello	Box Office Cashier	substitute	Student Accts	$20.83/hr	12/1/15	6/30/16
Viviana Rodriguez	Secretary/Clerk I	substitute	Transfer Center	$19.12/hr	12/1/15	6/30/16
Michael Buxton Hue Nhan	Instructional Assistant I	short-term	Chemistry	$21.46/hr	12/10/15	5/31/16
Viviana Rodriguez	Secretary/Clerk I	short-term	Counseling	$19.12/hr	12/10/15	6/30/16
Arturo Vazquez	Workforce Investment Opportunity Act - Student Services Coordinator	short-term	Noncredit ESL	$32.13/hr	12/22/15	12/31/16
Charity Singleton	Campus Aide II	short-term	Foundtn/Dev Off	$13/hr	1/1/16	3/11/16
Bryan Garcia	Campus Aide III	short-term	Adm/Records	$17/hr	1/1/16	6/30/16
Bryan Garcia	Campus Aide I	short-term	Adm/Records	$9/hr	1/1/16	6/30/16
Perlita Ricardez	Campus Aide III	short-term	Adm/Records	$17/hr	1/1/16	6/30/16
Cynthia Vigeland	Human Resources Technician	short-term	Human Resources	$27.02/hr	1/1/16	6/30/16
Elizabeth Stephens	Secretary/Clerk I	substitute	Human Resources	$19.12/hr	1/1/16	6/30/16
Elizabeth Stephens	Secretary/Clerk III	short-term	Human Resources	$23.39/hr	1/1/16	6/30/16
Brian Boynton	Purchasing/MatlMgmnt Assistant I	substitute	Purchasing/Matl Mgmnt	$23.39/hr	1/1/16	6/30/16
Christee Raya Lori Smith	Campus Aide II	short-term	Matriculation/ Testing	$13/hr	1/1/16	6/30/16
Shannon Ilas	Noncredit SSSP Coordinator	short-term	Community Learning Ctr	$32.13/hr	1/4/16	6/30/16
Ruth Antonizio Arlinda Breen Brian French Sarah Anne Schulz Horton Karen Kohl Tyler Melen J. Steven Mott Bene Joyce Raphael Connie Riley Emily Swanson Lynn Wetzell	Campus Aide III	short-term	DSPS	$17/hr	1/4/16	5/31/16
Brooke Tyler Farshud Sorourifar Mahnoor Mian Bridget O'Brien Brenna Arant	Campus Aide I	short-term	Honors Scholar Prog	$9/hr	1/4/16	6/30/16
Margie Arguello Patt Goetz Dannie Haemig Deanne Greis	Campus Aide III	short-term	Student Accts	$17/hr	1/4/16	6/30/16

Amanda Sherwood Becky Turner Lonna Lehart Adrian Anderson Margie Arguello Cyndi Ottle	Campus Aide III	short-term	Student Accts	$17/hr	1/4/16	6/30/16
Cyndi Ottle	Cashier I	short-term	Student Accts	$19.66/hr	1/4/16	6/30/16
Amanda Manger Annie Lee	ECE Program Specialist	substitute	Child Development	$27.02/hr	1/4/16	5/31/16
Amanda Manger Annie Lee, Nicole Meredith, Michelle Garcia, Lisa Press	ECE Instructional Specialist	substitute	Child Development	$26.24/hr	1/4/16	5/31/16
Roslyn Lehman	Production Assistant, Costume Designer	short-term	Drama/ Theatre	$15/hr	1/4/16	3/20/16
Timothy McCalister	Campus Aide I	short-term	Drama/ Theatre	$9/hr	1/4/16	3/20/16
Zachary Elliott	Campus Aide I	short-term	Drama/ Theatre	$9/hr	1/4/16	3/20/16
Bonnie Durben	Production Assistant, Properties Designer	short-term	Drama/ Theatre	$9/hr	1/4/16	3/20/16
Justin Smiley	Campus Aide III	short-term	Drama/ Theatre	$17/hr	1/4/16	3/30/16
Grace Chittock	Campus Aide II	short-term	Drama/ Theatre	$13/hr	1/4/16	3/20/16
Deanne Dreis	Student Accounts/ Admission Asst	substitute	Adm/Records	$27.02/hr	1/8/16	6/30/16
Izabela Ramirez-Bryan	Apprentice III	short-term	Child Development	$13/hr	1/11/16	5/31/16
Katie Garcia Leslie Hernandez Sarah Little Amanda Pifer	Apprentice II	short-term	Child Development	$11/hr	1/11/16	5/31/16
Cynthia Schoeneck Susan Mayfield	Nursing Associate	short-term	Health Services	$31.22/hr	1/19/16	5/27/16
Susan Layton Nate Morrow Nancy Kassel Emily Gilmore Jason Unruh Emily Corner Kim Forgette Jonathan Stein Natalia Park	MFT Intern	short-term		$2,000 stipend ea	1/19/16	5/27/16
Anjeanette Oberg Isabel Dansky	Peer Educator Trainer	short-term	Health Services	$2,500 stipend ea	1/19/16	5/27/16

RECOMMENDATION

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