MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF REGULAR MEETING **JANUARY 21, 2015**
(Approved February 18, 2015)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, January 21, 2015, in the John MacDonald Board Room on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 3:05 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Leon Page
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Antoine Stevens-Phillips, Student Trustee

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

III. REPORT ACTION FROM CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release

(Pursuant to Government Code §54957)

Following closed session discussion on April 16, 2014, the board took action to terminate employee #07089524. The post-disciplinary hearing process has been completed and that action is now final.

IV. APPROVE MEETING MINUTES

A. Special Meeting of December 10, 2014

B. Organizational Meeting of December 10, 2014

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the special meeting of December 10, 2014, and the organizational meeting of December 10, 2014, were approved.

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

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

None.

VI. CHANGES IN AGENDA ORDER

None.

President Jeanne Shannon thanked staff for all of the work done to provide such a wonderful inauguration ceremony for Superintendent/President Sunita Cooke on January 16, 2016.

Dr. Cooke reported that the Board of Governors this week selected MiraCosta College as one of the fifteen colleges to be in the new pilot baccalaureate program. She commended staff on the tremendous body of work completed in a short period to complete and submit a timely application for a baccalaureate degree in biomanufacturing.

VII. PRESENTATIONS

A. Veterans Center Donor Appreciation

Mr. Bill Kuhnert and staff from bkm Office Products were recognized for their generous donation of furniture for the new Veterans Service Center.

VIII. 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. Approve Reclassification of Existing Positions

D. Approve Classification of New Positions

E. Ratify Contracts and Approve Purchase Orders – December 1 to December 31, 2014

F. Approve 2015/16 Faculty Sabbatical Leave Applications

G. Adopt Resolutions Authorizing Designated Agents

1. **Resolution No. 5–14/15 – Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education**
2. **Resolution No. 6–14/15 – Authorizing Agents to Sign Payroll Payment Orders**
3. **Resolution No. 7–14/15 – Authorizing Agents to Sign School Orders (Commercial Warrants)**

Items C and F were pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Fischer, consent items A, B, D, E, and G were approved.

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

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

Vote:	6/1/0
Aye:	Broad, Cassar, Fischer, McNeil, Shannon, Simon
Nay:	Page
Student Trustee:	Aye

By motion of Trustee Broad, seconded by Trustee McNeil, consent item F was approved.

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

IX. ACTION ITEMS

A. Approve FY16 Nonresident Tuition Fee

By motion of Trustee Broad, seconded by Trustee McNeil, the board approved a FY16 nonresident tuition fee of $200 per credit hour for nonresident students, with no capital outlay charge or processing fee for international students, effective fall 2015.

Vote:	6/1
Aye:	Broad, Cassar, Fischer, McNeil, Shannon, Simon
Nay:	Page
Student Trustee:	Aye

X. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 2715 – Code of Ethics/Standards of Practice

By motion of Trustee Broad, seconded by Trustee McNeil, revised Board Policy 2715, Code of Ethics/Standards of Practice, was adopted.

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

XI. FIRST READING – BOARD POLICIES

A. Board Policy 7110 – Delegation of Authority – Human Resources

The policy was accepted for a first reading and will be presented for adoption at a future meeting.

XII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Cassar noted he will be attending the new trustee board orientation at the upcoming CCLC Legislative Conference in Sacramento. Trustee McNeil noted the basketball teams are doing well this year. He attended the associate faculty luncheon during flex week and the recent Martin Luther King Jr. Birthday Breakfast. Trustee Broad reported attending two events and he assisted at the recent classified employee breakfast. Trustee Shannon also attended the Martin Luther King Jr. breakfast.

B. Students

Antoine Stevens-Phillips noted attending the superintendent/president's inauguration and that spring classes have begun.

C. Classified Employees

A written report was included in the agenda.

D. Faculty

A written report was included in the agenda. Academic Senate Council President Mike Fino clarified that the Board of Governors has made initial approval of the six-year pilot baccalaureate program applications. The Board of Governors has requested an additional two months to obtain more information regarding the applications. The college will be working closely with industry partners to build upon the existing two-year biomanufacturing program.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Vice President Mary Benard noted the pilot baccalaureate degree program application proposal was limited to twelve pages, which had to be put together in thirty days. MiraCosta College would be the first college or university in California to offer a four-year degree in biomanufacturing. Vice President Benard noted a governance structure will be created with Oceanside Unified School District and CSU–San Marcos as a beginning step in developing the Oceanside Promise.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson reported a current challenge of finding office space for additional staff to support the student success initiatives. The baccalaureate degree pilot program will create a number of challenges for the Financial Aid, Admissions/Records, and Counseling departments.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Ng noted the district is working with architects to fold campus safety projects into facilities planning.

4. Office of the President

Superintendent/President Cooke noted attending the Martin Luther King Jr. Birthday Breakfast, adding that this type of event is well-suited for hosting by MiraCosta College.

F. Superintendent/President

Superintendent/President Sunny Cooke thanked staff for the seemingly effortless inauguration, which was and all-hands-on-deck effort.

XIII. ADJOURNMENT

The regular meeting adjourned at 4:08 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 Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Revision to reduced workload request for Patrick Connolly, Administration of Justice Instructor – Administration of Justice Dept., position 1226. Professor Connolly requests a change in assignment from 77.3 percent to 97.1 percent effective January 12, 2015, to May 22, 2015 (see attached agreement).

2. Catastrophic leave request for David McField, Psychology Instructor, position 1220, in accordance with Board Policy 7345. Professor McField is requesting a waiver to the limitation on how much of his available sick leave can be used for personal necessity leave as he has exhausted his personal necessity allowance. Faculty members are limited to six days of personal necessity leave per fiscal year. Professor McField will reduce his teaching assignment to 73 percent for the spring 2015 semester.

3. In accordance with Article 12.7 of the Academic Associate Faculty Collective Bargaining Agreement, associate faculty member Jade Hidle requests advancement on the associate faculty salary schedule due to the completion of a doctoral program. Professor Hidle will advance from salary class 5 to 6, effective February 1, 2015.

4. In accordance with Board Policy V.B-5 and Administrative Procedure V.B-05, the Academic Senate adopted the following resolution to affirm its support of the Equivalency Committee findings that the individual identified below has provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the disciplines listed:

   Martha Strey – Physics/Astronomy

   WHEREAS Academic Senate is satisfied that the candidate exhibits a unique combination of relevant education and extensive experience that make the candidate unusually well qualified to teach the specific course, and

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

WHEREAS Academic Senate notes that the candidate exhibits a strong background in general education,

THEREFORE BE IT RESOLVED that the Academic Senate recommends that the Board of Trustees accept the candidate's qualifications as equivalent for the specific assignment in question.

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. Employment of the following regular classified employees:

   Katie White, Director, Fiscal Services, position 4016, salary range CM13, step 1, $9,166 per month, full-time, 12 months per year, effective February 2, 2015.

   Bridget Herrin, Research Analyst, Student Success and Equity – Admissions and Student Support, position 3558, salary range 27, step 1, $5,622.83 per month, full-time 12 months per year, effective January 22, 2015.

   Mandy Frakes, Accounting Specialist, position 3525, salary range 21, step 1, $4,727.08 per month, full-time, 12 months per year, effective January 22, 2015.

   Sonia Gonzales, Health Services Assistant, position 3463, salary range 19, step 2, $4,706.42 per month, full-time, 10 months per year, effective January 22, 2015.

   Thy Vu, Math Learning Center Specialist, position 3480, salary range 17, step 1, $46,320 per year, full-time, 11 months per year, effective January 5, 2015.

   Bertha Alvarez, Math Learning Center Specialist, position 3478, salary range 17, step 1, $3,789.82 per month, 36 hours per week, 10 months per year, effective January 5, 2015.

   Marlesha Keys, Math Learning Center Specialist, position 3479, salary range 17, step 1, $3,789.82 per month, 36 hours per week, 10 months per year, effective January 5, 2015.

   Maryam Khalaj, Math Learning Center Instructional Assistant I, position 4049, salary range 12, step 1, $36,101.12 per year, 36 hours per week, 11 months per year, effective January 20, 2015.

Ian Lujan, Math Learning Center Instructional Assistant I, position 4050, salary range 12, step 1, $36,101.12 per year, 36 hours per week, 11 months per year, effective January 13, 2015.

Carmella Wilson, Math Learning Center Instructional Assistant I, position 4034, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Shital Mehta, Math Learning Center Instructional Assistant I, position 4035, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Momoyo Dahle, Math Learning Center Instructional Assistant I, position 4036, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Francis Alvarez, Math Learning Center Instructional Assistant I, position 4037, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Justine Duke, Math Learning Center Instructional Assistant I, position 4048, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Collin Harrison, Instructional Associate – Physical Sciences, position 4088, salary range 25, step 1, $4,244.26 per month, 32 hours per week, 10 months per year, effective January 22, 2015.

Stephanie Taylor-Johnson, Instructional Writing Center Assistant, position 3517, salary range 16, step 1, $4,089.67 per month, full-time, 12 months per year, effective January 13, 2015.

Kathleen King, Writing Coach, position 3518, salary range 19, step 1, $49,057 per year, full-time, 11 months per year, effective January 14, 2015.

Sarah Pultz, Writing Coach, position 3519, salary range 19, step 1, $22,075 per year, 18 hours per week, 11 months per year, effective January 14, 2015.

Anne Fleming, Writing Coach, position 3543, salary range 19, step 1, $22,075 per year, 18 hours per week, 11 months per year, effective January 13, 2015.

Nora Kenney, Writing Coach, position 3545, salary range 19, step 1, $2,006.88 per month, 18 hours per week, 10 months per year, effective January 14, 2015.

Angelena Boles, Program Aide – Testing, position 4141, range 8, step 1, $1,461.75 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

James Carlin, Instructional Aide - ESL, position 5031, salary range 9, step 1, $1,002.37 per month, 12 hours per week, 12 months per year, effective January 2, 2015.

Angelito De La Cruz, Instructional Associate – Nursing, position 4105, salary range 25, step 1, $23,874 per year, 18 hours per week, 10 months per year, effective January 2, 2015.

Vanessa DiBenedetto, Program Aide - Testing, position 4143, salary range 8, step 1, $1,461.75 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Tori Fishinger, Development Services Analyst/Events Specialist, position 3100, salary range 19, step 1, $4,459.75 per month, full-time, 12 months per year, effective January 2, 2015.

Dalemarie Gonzales, Instructional Aide - DSPS, position 5030, salary range 9, step 1, $835.31 per month, 10 hours per week, 10 months per year, effective January 2, 2015.

Daniel Jentzsch, Instructional Aide – AIS, position 5027, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 10 months per year, effective January 2, 2015.

Curtis Lusk, Transportation Assistant, position 4162, salary range 15, step 1, $3,179.40 per month, 32 hours per week, 12 months per year, effective January 2, 2015.

Kristin Maccarrone, Community Services Children and Youth Program Specialist, position 3305, salary range 13, step 1, $2,251.09 per month, 24 hours per week for 8.5 months per year and $3,751.83 per month, 40 hours per week, 3.5 months per year, effective January 2, 2015.

Rika Markowitz, Instructional Aide – AIS, position 5028, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 10 months per year, effective January 2, 2015.

Nohemi Ramirez, Instructional Aide – ESL, position 5033, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Anais Torrecilla, Instructional Aide – ESL, position 5032, salary range 9, step 1, $1,503.56 + 2.5-percent shift differential per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Karissa Aki, Police Dispatcher, position 3552, salary range 21, step 1, $4,727.08 per month + 2.5-percent shift differential, full-time, 12 months per year, effective January 22, 2015.

Jacob Sneary, Police Services Officer, position 3554, salary range 11, step 1, $3,539.58 per month + 2.5-percent shift differential, full-time, 12 months per year, effective January 22, 2015.

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

Ralph Garcia, Police Officer, position 4357, has accepted the position of Police Sergeant, position 4360, salary range 31, step 1, $6,308.33 per month, full time, 12 months per year, effective January 22, 2015.

Robin Kilrain, Library Technician I – Public Services, position 3423, part-time, 18 hours per week, will hold a secondary, part-time position, Writing Coach, position 3544, salary range 19, step 1, $2,006.88 per month, 18 hours per week, 10 months per year, effective January 14, 2015.

Miguel Castillo-Lopez, Secretary Clerk III – Police, position 3562, part-time, 18 hours per week, will hold a secondary, part-time position, Secretary Clerk II – Police, position 3550, salary range 12, step 1, $1,640.96 per month, 18 hours per week, 12 months per year, effective January 22, 2015.

Nicole Yax, Secretary Clerk III – Police, position 3561, part-time, 18 hours per week, will hold a secondary, part-time position, Police Dispatcher, position 3553, salary range 21, step 1, $2,127.19 per month, 18 hours per week, 12 months per year, effective January 22, 2015.

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

Cynthia Rice Carroll, Development Officer, position 3278 will serve as the Interim Associate Dean of Student Services, SEC, position 0038, Academic Administrators salary schedule, non-doc, step 1, $10,025.42 per month, full time, effective January 8 to June 30, 2015.

Griselda Hernandez, Noncredit Student and Faculty Support Assistant – Community Ed., position 3263, 16 hours per week, will also serve as a Campus Aide III – Financial Aid, $17 per hour, 20 hours per week, effective February 2 to March 2, 2015.

France Magtira, Writer/Digital Marketing Specialist – PIO, position 3437, increase in hours from 24 to 32 hours per week, effective January 6 to June 30, 2015.

Charlie Medina, Instructional Aide – Noncredit ESL and AIS Departments, positions 4099 and 5009, will serve as a workshop presenter, Retention Services, $50 per hour, one hour per month, effective January 22 to June 30, 2015.

Ingrid Phillips, Career Studies and Services Specialist, position 3247, increase in hours from 32 to 40 hours per week, effective January 12 to June 27, 2015.

Philip Walcott, Veterans Assistant, position 3123, increase in hours from 18 to 38 hours per week, effective January 6 to June 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	Asgmnt.	Dept.	Hourly Rate	Start Date	End Date
Jessica Amador	Campus Aide I	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Jennifer Vosburg	Secretary/Clerk III	substitute	Human Resources	$22.93/hr.	1/22/15	6/30/15
Karrisa Aki, Nicole Yax	Campus Aide III	short-term	Police	$17/hr.	1/2/15	1/21/15
Jacob Sneary	Campus Aide I	short-term	Police	$9/hr.	1/2/15	1/22/15
Alfonso Gomez-Jimenez, Kelsey Schwarz	Campus Aide II	short-term	School Relations/ Diversity Outreach	$13/hr.	1/2/15	6/30/15
Chris Marc, Bettis Moreland	Campus Aide III	substitute	Admissions/ Records	$17/hr.	12/1/14	2/28/15
Donna Blanton	Campus Aide III	substitute	Admissions/ Records	$17/hr.	12/4/14	6/30/15
Brittany Basora, Erin Perkins, Donna Blanton	Campus Aide III	short-term	Admissions/ Records	$17/hr.	1/1/15	6/30/15
Chelsea Cochran	Campus Aide III	short-term	Admissions/ Records	$17/hr.	1/22/15	6/30/15
Hannah Kinkade, Jessica Stevens	ECE Apprentice II	short-term	Child Dev Ctr	$11/hr.	1/22/15	5/29/15
Leslie Hernandez	ECE Apprentice II	substitute	Child Dev Ctr	$11/hr.	1/5/15	5/29/15
Travis Barrett	Campus Aide I	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Jamie Leodones	Campus Aide II	short-term	Theatre	$13/hr.	1/22/15	3/5/15

Justin Smiley	Campus Aide III	short-term	Theatre	$17/hr.	1/22/15	3/5/15
Roslyn Lehman	Production assistant, costume designer	short-term	Theatre	$15/hr.	1/22/15	3/5/15
Bonnie Durben	Production assistant, Properties Design	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Victoria Hernandez	Campus Aide II	short-term	Testing	$13/hr.	1/22/15	6/30/15
Victoria Hernandez, Martin Szillat, Charity Singleton	Campus Aide III	short-term	Testing	$17/hr.	3/16/15	3/21/15
Charity Singleton	Campus Aide III	short-term	Testing	$17/hr.	1/22/15	6/30/15
Lyle Blackmon	CTE Expo Event - Speaker	short-term	Hospitality	$150 stipend	2/27/15	2/27/15
Stewart Sanders	Athletic Trainer	substitute	Athletics	$33.37/hr.	1/9/15	6/30/15
Luoykhann Chea, Bryce Chudomelka	Apprentice III	short-term	Math	$13/hr.	1/22/15	6/30/15
Ashleigh Moser, Bryce Chudomelka, Luoykhann Chea	Instructional Aide	substitute	Math	$19.28/hr.	1/5/15	6/30/15
Sarah Ann Troxel	Quick Copy Operator I	short-term	Purchasing/ Mat. Mgmnt.	$18.20/hr.	1/12/15	6/30/15
Jaice Bishop, Jennifer (Lynn) Wetzell	Secretary/Clerk II	substitute	San Elijo Campus	$21.04/hr.	1/2/15	6/30/15
Shilla Tabrizi	Apprentice III	short-term	Athletics Dept	$13/hr.	2/1/15	6/30/15

RECOMMENDATION

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

MiraCosta Community College District
Amended Resolution No. 5-14/15
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 Fischer

effective **January 2, 2015** through **June 30, 2015**.

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, PhD.**.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are: **Charlie Ng, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis, Carol L. Simonds or person designated by OUSC.**

		mail	hold	consortium	
3.	Check one	☐	☐	X	Monthly payroll warrants each and every month.
	Check one	☐	☐	X	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 1/21/15 (date) by the following vote:

AYES: 7 MEMBERS
NOES: Ø MEMBERS
ABSENT: Ø MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, **Sunita V. Cooke, PhD.**, 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):

Sheri Wright
Sandra Muryasz
Carolyn Sneary

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

Kathy Lewis
Carol L Simonds

MiraCosta Community College District
Amended Resolution No. 6-14/15

PAYMENT ORDER RESOLUTION

MiraCosta Community College School District, San Diego County ON MOTION OF member McNeil, seconded by member Fischer

effective **January 2, 2015** through **June 30, 2015**.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Sunita V. Cooke, Ph.D. or Charlie Ng.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (merit system districts only), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

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 1/21/15 (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, Ph.D.**, 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) Gov Code Sec. 5501

MiraCosta Community College District
Amended Resolution No. 7-14/15

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS)

MiraCosta Community College School District, San Diego County ON MOTION

OF member McNeil, seconded by member Fischer

effective **January 2, 2015** through **June 30, 2015**.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, **Sunita V. Cooke, Ph.D. or Charlie Ng** be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

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 1/21/15 (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, Ph.D.**, 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)

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
3 P.M. – WEDNESDAY – JANUARY 21, 2015
JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. REPORT ACTION FROM CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code §54957)

IV. APPROVE MEETING MINUTES

A. Special Meeting of December 10, 2014
B. Organizational Meeting of December 10, 2014

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

ITEMS ON THE AGENDA: Members of the audience January 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 January request that an item listed on the consent items be removed and considered individually.

ITEMS NOT ON THE AGENDA: Members of the audience January 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 January 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 January ask a question for clarification. A member of the board or the board itself January 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. The board January also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

VI. CHANGES IN AGENDA ORDER

VII. PRESENTATIONS

A. Veterans Center Donor Appreciation

VIII. 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. Approve Reclassification of Existing Positions
D. Approve Classification of New Positions
E. Ratify Contracts and Approve Purchase Orders – December 1 to December 31, 2014
F. Approve 2015/16 Faculty Sabbatical Leave Applications
G. Adopt Resolutions Authorizing Designated Agents
   1. Resolution No. 5–14/15 – Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education
   2. Resolution No. 6–14/15 – Authorizing Agents to Sign Payroll Payment Orders
   3. Resolution No. 7–14/15 – Authorizing Agents to Sign School Orders (Commercial Warrants)

IX. ACTION ITEMS

A. Approve FY16 Nonresident Tuition Fee

X. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 2715 – Code of Ethics/Standards of Practice

XI. FIRST READING – BOARD POLICIES

A. Board Policy 7110 – Delegation of Authority – Human Resources

XII. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
   1. Instructional Services
   2. Student Services
   3. Business and Administrative Services
F. Office of the President
G. Superintendent/President

XIII. ADJOURNMENT

UPCOMING MEETING

3 p.m.
February 4, 2015
Regular Meeting / Preliminary Budget Workshop
Oceanside Campus

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 January 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.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF SPECIAL MEETING **December 10, 2014**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting on Wednesday, December 10, 2014, in Room 1054, Building 1000, Oceanside Campus. Trustee David Broad called the meeting to order at 1:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Leon Page
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Antoine Stevens-Phillips, Student Trustee

Richard J. Robertson, Interim Superintendent/President

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 1:02 p.m., the board announced the need to enter closed session to discuss the following:

A. Conference with Legal Counsel–Existing Litigation
(Pursuant to Government Code §54957)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Case: #37-2013-00042352-CU-PO-NC

B. Conference with Legal Counsel–Existing Litigation
(Pursuant to Government Code §54957)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Case: #37-2007-00055219-CU-AM-NC
Case: #37-2011-00083862-CU-OE-CTL

C. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

D. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

E. Public Employee Performance Evaluation
(Pursuant to Government Code §54957)
Title: Interim Superintendent/President

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

At 2:40 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel–Existing Litigation
(Pursuant to Government Code §54957)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Case: #37-2013-00042352-CU-PO-NC

Discussion. No action taken.

B. Conference with Legal Counsel–Existing Litigation
(Pursuant to Government Code §54957)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Case: #37-2007-00055219-CU-AM-NC
Case: #37-2011-00083862-CU-OE-CTL

Discussion. No action taken.

C. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

Discussion. No action taken.

D. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

The board approved the request of employee #2827 to participate in the early retirement program.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Page, Shannon, Simon
Nay: None

E. Public Employee Performance Evaluation
(Pursuant to Government Code §54957)
Title: Interim Superintendent/President

Discussion. No action taken.

VI. ADJOURNMENT

The special meeting adjourned at 2:45 p.m.

MINUTES APPROVAL:

Jeanne Shannon Board President	Sunita V. Cooke, Ph.D. Superintendent/President

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF ORGANIZATIONAL MEETING **December 10, 2014**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in the annual organizational meeting on Tuesday, December 10, 2014, in the John MacDonald Board Room, Building 1000, Oceanside Campus. Trustee David Broad called the meeting to order at 3:03 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Leon Page
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Antoine Stevens-Phillips, Student Trustee

Richard J. Robertson, Interim Superintendent/President

III. BOARD ORGANIZATIONAL ACTION

A. Administration Oath of Office to New and Re-elected Board Members

Trustees David Broad, Rick Cassar, Bill Fischer, and Jeanne Shannon were sworn into office by Interim Superintendent/President Dick Robertson.

B. Election of Officers

1. President

By motion of Trustee Broad, seconded by Trustee McNeil, Jeanne Shannon was elected as president of the Board of Trustees.

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

2. Vice President

By motion of Trustee Shannon, seconded by Trustee McNeil, David Broad was elected as vice president of the Board of Trustees.

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

3. Secretary

By motion of Trustee Broad, seconded by Trustee McNeil, Interim Superintendent/President Richard J. Robertson will serve as board secretary

until January 1, 2015; Superintendent/President Sunny Cooke as board secretary from January 2, 2015, until the next organizational meeting in December 2015.

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

By motion of Trustee McNeil, seconded by Trustee Simon, Evelyn Crogan, Executive Assistant to the Superintendent/President, will serve as assistant board secretary until the 2015 organizational meeting.

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

C. Fix Dates, Times, and Locations of 2015 Board Meetings

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the dates, times, and locations of the 2015 regular board meetings, as amended.

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

IV. APPROVE MEETING MINUTES

A. Special Meeting of November 12, 2014
B. Regular Meeting/Workshop of November 12, 2014
C. Special Meeting of November 19, 2014
D. Regular Meeting of November 19, 2014

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the minutes of the special meeting and regular meeting/workshop of November 12, 2014.

Vote:	5/0/2
Aye:	Broad, Fischer, McNeil, Page, Shannon
Nay:	None
Abstain:	Cassar, Simon
Student Trustee:	Aye

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the special meeting of November 19, 2014, and the regular meeting of November 19, 2014.

Vote:	5/0/2
Aye:	Broad, Fischer, McNeil, Shannon, Simon
Nay:	None
Abstain:	Cassar, Page
Student Trustee:	Aye

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. 2015/16 Curriculum Development Presentation

Dr. Al Taccone and Dr. Gail Baughman, members of the Courses and Programs Committee, presented an overview of the six-stage process used at MiraCosta College in developing and reviewing curriculum. The role of the Board of Trustees in relation to curriculum was reviewed, as well as the role and responsibilities of the Courses and Programs Committee.

B. Student Success Update

Interim Vice President Wendy Stewart reviewed the Student Success and Support Plan (SSSP), and presented a timeline.

VIII. CONSENT ITEMS

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

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

C. Approve Job Title Modification of Existing Position

D. Approve Administrator Emeritus Status

E. Approve Gold Circle Club Membership for Retired Classified Employees

F. Ratify Contracts and Approve Purchase Orders – November 1 through November 30, 2014

G. Award Bid #02-15, Career Technical Institute Project, to PRAVA Construction Services, Inc.

H. Approve Change Order 1, Bid #07-14, Access Control and Security System

I. Approve Notice of Completion for Bid #07-14, Access Control and Security System

J. Adopt Resolution No. 8–14/15 – Excuse Board Member Absence

K. Authorize Solicitation of Request for Proposals for Classification and Compensation Study

Items D and E were pulled for discussion.

By motion of Trustee Page, seconded by Trustee McNeil, the board approved consent items A, B, C, F, G, H, I, and K.

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

By motion of Trustee Page, seconded by Trustee McNeil, the board approved consent item J.

Vote:	6/0/1
Aye:	Broad, Cassar, Fischer, McNeil, Page, Shannon
Nay:	None
Abstain:	Simon
Student Trustee:	Aye

By motion of Trustee McNeil, seconded by Trustee Page, the board approved consent items D and E. Interim Superintendent/President Dick Robertson and the board commended the retiring employees for their years of service to the college.

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

IX. ACTION ITEMS

A. Approve Elimination of Classified Position and Adopt Resolution No. 4–14/15, Layoff of Classified Employee

By motion of Trustee Page, seconded by Trustee McNeil, the board eliminated the director of institutional research position for lack of work, and directed the interim superintendent/president to give any affected employee(s) notice as required by law.

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

B. Adopt Resolution No. 9–14/15 – Support for MiraCosta Community College District Baccalaureate Degree Pilot Program Application

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution No. 9–14/15, as amended.

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

X. SECOND READING AND ADOPTION — BOARD POLICIES

A. Board Policy 5300 – Student Equity

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 5300–Student Equity.

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

XI. ANNUAL REVIEW – BOARD POLICIES

A. BP 2715 – Code of Ethics/Standards of Practice
BP 3050 – Institutional Code of Ethics (Annual Review)

The board reviewed the policies. Several edits were made, which will be presented for adoption at the January 2015 regular meeting.

XII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee McNeil noted that a Black Student Union conference will be held at MiraCosta College in February. He and Trustee Broad attended a recent forum on campus, and Trustee Broad asked for administrative support for making the campus more aware of the need for racial sensitivity. Trustee McNeil also attended a Community Learning Center improvisation class demonstration, the annual holiday staff luncheon, a consortium on racial justice, a foundation event, and an Oceanside Promise meeting with representatives from Oceanside Unified, San Marcos Unified, and MiraCosta College. Trustee Shannon attended a recent community event where a MiraCosta College student was presented a scholarship. Trustee Fischer attended the recent MOJO concert and commended instructor Steve Torok on his successes with the group. The board welcomed Rick Cassar as a trustee. Mr. Cassar commented that he is excited to work with the board and serve as a trustee.

B. Students

Student Trustee Antoine Stevens-Phillips noted the Ferguson forum was well received. He attended a showing of *Twelfth Night*. Student Activities Director Jim Gonzales has returned from leave.

C. Classified Employees

A written report was included in the agenda. Mimi Lively noted the online gift basket auction raised $1,345. The outstanding classified employee for the fall semester was Aimee Barragan.

D. Faculty

A written report was included in the agenda. Mike Fino thanked the board for their unanimous resolution of support for the pilot baccalaureate program application. Regarding curriculum development, he noted that faculty primacy is part of a collegial process, not separate from it. He added that 48 percent of prior biotechnology students have voiced interest in a biomanufacturing baccalaureate program.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Vice President Mary Benard thanked the staff members who have participated in writing the pilot baccalaureate degree application. She recapped the initial meeting of the administrators who are creating the Oceanside Promise. A governance structure and memorandum of understanding will be developed and reports will be provided to the board as the process continues.

2. Student Services

A written report was included in the agenda. Interim Vice President Wendy Stewart reported the semester has been quite busy and noted her appreciation of the opportunity to serve in the interim vice superintendent position.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Ng thanked the board for approving Gold Circle Club status for retiring classified employees.

4. Office of the President

A written report was included in the agenda.

5. Interim Superintendent/President

Interim Superintendent/President Dick Robertson noted his thanks for the assistance of the three vice presidents and staff during the seven months he served as interim Superintendent/President .

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIV. ADJOURNMENT

The meeting adjourned at 5:13 p.m.

MINUTES APPROVAL:

Jeanne Shannon Board President	Sunita V. Cooke, Ph.D. Superintendent/President

Subject:	Attachment:
Veterans Center Donor Appreciation	None
Category:	Type of Board Consideration:
Presentations	✔ Information Consent Action
Recommended:	Approved for Consideration:
Richard Robertson, Vice President Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

When MiraCosta decided to expand and relocate the Veterans Information Center, the owner of BKM Officeworks, Bill Kuhnert, offered to donate new furniture to equip the offices and lounge areas, which were created by remodeling building T-100 on the Oceanside Campus. The project was completed in November 2014 and the building and furnishings were dedicated on November 10, 2014.

STATUS

The new Veterans Information Center is serving hundreds of veterans in beautiful surroundings thanks to the support of Mr. Kuhnert and his company. The total furniture gift is valued at $40,000 and is a tangible expression of Mr. Kuhnert's dedication to veterans and his support of what MiraCosta College is doing for them.

RECOMMENDATION

For information only.

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. Cooke, Ph.D. Superintendent/President

STATUS

1. Revision to reduced workload request for Patrick Connolly, Administration of Justice Instructor – Administration of Justice Dept., position 1226. Professor Connolly requests a change in assignment from 77.3 percent to 97.1 percent effective January 12, 2015, to May 22, 2015 (see attached agreement).

2. Catastrophic leave request for David McField, Psychology Instructor, position 1220, in accordance with Board Policy 7345. Professor McField is requesting a waiver to the limitation on how much of his available sick leave can be used for personal necessity leave as he has exhausted his personal necessity allowance. Faculty members are limited to six days of personal necessity leave per fiscal year. Professor McField will reduce his teaching assignment to 73 percent for the spring 2015 semester.

3. In accordance with Article 12.7 of the Academic Associate Faculty Collective Bargaining Agreement, associate faculty member Jade Hidle requests advancement on the associate faculty salary schedule due to the completion of a doctoral program. Professor Hidle will advance from salary class 5 to 6, effective February 1, 2015.

4. In accordance with Board Policy V.B-5 and Administrative Procedure V.B-05, the Academic Senate adopted the following resolution to affirm its support of the Equivalency Committee findings that the individual identified below has provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the disciplines listed:

   Martha Strey – Physics/Astronomy

   WHEREAS Academic Senate is satisfied that the candidate exhibits a unique combination of relevant education and extensive experience that make the candidate unusually well qualified to teach the specific course, and

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

WHEREAS Academic Senate notes that the candidate exhibits a strong background in general education,

THEREFORE BE IT RESOLVED that the Academic Senate recommends that the Board of Trustees accept the candidate's qualifications as equivalent for the specific assignment in question.

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. Employment of the following regular classified employees:

   Katie White, Director, Fiscal Services, position 4016, salary range CM13, step 1, $9,166 per month, full-time, 12 months per year, effective February 2, 2015.

   Bridget Herrin, Research Analyst, Student Success and Equity – Admissions and Student Support, position 3558, salary range 27, step 1, $5,622.83 per month, full-time 12 months per year, effective January 22, 2015.

   Mandy Frakes, Accounting Specialist, position 3525, salary range 21, step 1, $4,727.08 per month, full-time, 12 months per year, effective January 22, 2015.

   Sonia Gonzales, Health Services Assistant, position 3463, salary range 19, step 2, $4,706.42 per month, full-time, 10 months per year, effective January 22, 2015.

   Thy Vu, Math Learning Center Specialist, position 3480, salary range 17, step 1, $46,320 per year, full-time, 11 months per year, effective January 5, 2015.

   Bertha Alvarez, Math Learning Center Specialist, position 3478, salary range 17, step 1, $3,789.82 per month, 36 hours per week, 10 months per year, effective January 5, 2015.

   Marlesha Keys, Math Learning Center Specialist, position 3479, salary range 17, step 1, $3,789.82 per month, 36 hours per week, 10 months per year, effective January 5, 2015.

   Maryam Khalaj, Math Learning Center Instructional Assistant I, position 4049, salary range 12, step 1, $36,101.12 per year, 36 hours per week, 11 months per year, effective January 20, 2015.

Ian Lujan, Math Learning Center Instructional Assistant I, position 4050, salary range 12, step 1, $36,101.12 per year, 36 hours per week, 11 months per year, effective January 13, 2015.

Carmella Wilson, Math Learning Center Instructional Assistant I, position 4034, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Shital Mehta, Math Learning Center Instructional Assistant I, position 4035, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Momoyo Dahle, Math Learning Center Instructional Assistant I, position 4036, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Francis Alvarez, Math Learning Center Instructional Assistant I, position 4037, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Justine Duke, Math Learning Center Instructional Assistant I, position 4048, salary range 12, step 1, $18,050 per year, 18 hours per week, 11 months per year, effective January 12, 2015.

Collin Harrison, Instructional Associate – Physical Sciences, position 4088, salary range 25, step 1, $4,244.26 per month, 32 hours per week, 10 months per year, effective January 22, 2015.

Stephanie Taylor-Johnson, Instructional Writing Center Assistant, position 3517, salary range 16, step 1, $4,089.67 per month, full-time, 12 months per year, effective January 13, 2015.

Kathleen King, Writing Coach, position 3518, salary range 19, step 1, $49,057 per year, full-time, 11 months per year, effective January 14, 2015.

Sarah Pultz, Writing Coach, position 3519, salary range 19, step 1, $22,075 per year, 18 hours per week, 11 months per year, effective January 14, 2015.

Anne Fleming, Writing Coach, position 3543, salary range 19, step 1, $22,075 per year, 18 hours per week, 11 months per year, effective January 13, 2015.

Nora Kenney, Writing Coach, position 3545, salary range 19, step 1, $2,006.88 per month, 18 hours per week, 10 months per year, effective January 14, 2015.

Angelena Boles, Program Aide – Testing, position 4141, range 8, step 1, $1,461.75 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

James Carlin, Instructional Aide - ESL, position 5031, salary range 9, step 1, $1,002.37 per month, 12 hours per week, 12 months per year, effective January 2, 2015.

Angelito De La Cruz, Instructional Associate – Nursing, position 4105, salary range 25, step 1, $23,874 per year, 18 hours per week, 10 months per year, effective January 2, 2015.

Vanessa DiBenedetto, Program Aide - Testing, position 4143, salary range 8, step 1, $1,461.75 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Tori Fishinger, Development Services Analyst/Events Specialist, position 3100, salary range 19, step 1, $4,459.75 per month, full-time, 12 months per year, effective January 2, 2015.

Dalemarie Gonzales, Instructional Aide - DSPS, position 5030, salary range 9, step 1, $835.31 per month, 10 hours per week, 10 months per year, effective January 2, 2015.

Daniel Jentzsch, Instructional Aide – AIS, position 5027, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 10 months per year, effective January 2, 2015.

Curtis Lusk, Transportation Assistant, position 4162, salary range 15, step 1, $3,179.40 per month, 32 hours per week, 12 months per year, effective January 2, 2015.

Kristin Maccarrone, Community Services Children and Youth Program Specialist, position 3305, salary range 13, step 1, $2,251.09 per month, 24 hours per week for 8.5 months per year and $3,751.83 per month, 40 hours per week, 3.5 months per year, effective January 2, 2015.

Rika Markowitz, Instructional Aide – AIS, position 5028, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 10 months per year, effective January 2, 2015.

Nohemi Ramirez, Instructional Aide – ESL, position 5033, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Anais Torrecilla, Instructional Aide – ESL, position 5032, salary range 9, step 1, $1,503.56 + 2.5-percent shift differential per month, 18 hours per week, 12 months per year, effective January 2, 2015.

Karissa Aki, Police Dispatcher, position 3552, salary range 21, step 1, $4,727.08 per month + 2.5-percent shift differential, full-time, 12 months per year, effective January 22, 2015.

Jacob Sneary, Police Services Officer, position 3554, salary range 11, step 1, $3,539.58 per month + 2.5-percent shift differential, full-time, 12 months per year, effective January 22, 2015.

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

Ralph Garcia, Police Officer, position 4357, has accepted the position of Police Sergeant, position 4360, salary range 31, step 1, $6,308.33 per month, full time, 12 months per year, effective January 22, 2015.

Robin Kilrain, Library Technician I – Public Services, position 3423, part-time, 18 hours per week, will hold a secondary, part-time position, Writing Coach, position 3544, salary range 19, step 1, $2,006.88 per month, 18 hours per week, 10 months per year, effective January 14, 2015.

Miguel Castillo-Lopez, Secretary Clerk III – Police, position 3562, part-time, 18 hours per week, will hold a secondary, part-time position, Secretary Clerk II – Police, position 3550, salary range 12, step 1, $1,640.96 per month, 18 hours per week, 12 months per year, effective January 22, 2015.

Nicole Yax, Secretary Clerk III – Police, position 3561, part-time, 18 hours per week, will hold a secondary, part-time position, Police Dispatcher, position 3553, salary range 21, step 1, $2,127.19 per month, 18 hours per week, 12 months per year, effective January 22, 2015.

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

Cynthia Rice Carroll, Development Officer, position 3278 will serve as the Interim Associate Dean of Student Services, SEC, position 0038, Academic Administrators salary schedule, non-doc, step 1, $10,025.42 per month, full time, effective January 8 to June 30, 2015.

Griselda Hernandez, Noncredit Student and Faculty Support Assistant – Community Ed., position 3263, 16 hours per week, will also serve as a Campus Aide III – Financial Aid, $17 per hour, 20 hours per week, effective February 2 to March 2, 2015.

France Magtira, Writer/Digital Marketing Specialist – PIO, position 3437, increase in hours from 24 to 32 hours per week, effective January 6 to June 30, 2015.

Charlie Medina, Instructional Aide – Noncredit ESL and AIS Departments, positions 4099 and 5009, will serve as a workshop presenter, Retention Services, $50 per hour, one hour per month, effective January 22 to June 30, 2015.

Ingrid Phillips, Career Studies and Services Specialist, position 3247, increase in hours from 32 to 40 hours per week, effective January 12 to June 27, 2015.

Philip Walcott, Veterans Assistant, position 3123, increase in hours from 18 to 38 hours per week, effective January 6 to June 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	Asgmnt.	Dept.	Hourly Rate	Start Date	End Date
Jessica Amador	Campus Aide I	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Jennifer Vosburg	Secretary/Clerk III	substitute	Human Resources	$22.93/hr.	1/22/15	6/30/15
Karrisa Aki, Nicole Yax	Campus Aide III	short-term	Police	$17/hr.	1/2/15	1/21/15
Jacob Sneary	Campus Aide I	short-term	Police	$9/hr.	1/2/15	1/22/15
Alfonso Gomez-Jimenez, Kelsey Schwarz	Campus Aide II	short-term	School Relations/ Diversity Outreach	$13/hr.	1/2/15	6/30/15
Chris Marc, Bettis Moreland	Campus Aide III	substitute	Admissions/ Records	$17/hr.	12/1/14	2/28/15
Donna Blanton	Campus Aide III	substitute	Admissions/ Records	$17/hr.	12/4/14	6/30/15
Brittany Basora, Erin Perkins, Donna Blanton	Campus Aide III	short-term	Admissions/ Records	$17/hr.	1/1/15	6/30/15
Chelsea Cochran	Campus Aide III	short-term	Admissions/ Records	$17/hr.	1/22/15	6/30/15
Hannah Kinkade, Jessica Stevens	ECE Apprentice II	short-term	Child Dev Ctr	$11/hr.	1/22/15	5/29/15
Leslie Hernandez	ECE Apprentice II	substitute	Child Dev Ctr	$11/hr.	1/5/15	5/29/15
Travis Barrett	Campus Aide I	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Jamie Leodones	Campus Aide II	short-term	Theatre	$13/hr.	1/22/15	3/5/15

Justin Smiley	Campus Aide III	short-term	Theatre	$17/hr.	1/22/15	3/5/15
Roslyn Lehman	Production assistant, costume designer	short-term	Theatre	$15/hr.	1/22/15	3/5/15
Bonnie Durben	Production assistant, Properties Design	short-term	Theatre	$9/hr.	1/22/15	3/5/15
Victoria Hernandez	Campus Aide II	short-term	Testing	$13/hr.	1/22/15	6/30/15
Victoria Hernandez, Martin Szillat, Charity Singleton	Campus Aide III	short-term	Testing	$17/hr.	3/16/15	3/21/15
Charity Singleton	Campus Aide III	short-term	Testing	$17/hr.	1/22/15	6/30/15
Lyle Blackmon	CTE Expo Event - Speaker	short-term	Hospitality	$150 stipend	2/27/15	2/27/15
Stewart Sanders	Athletic Trainer	substitute	Athletics	$33.37/hr.	1/9/15	6/30/15
Luoykhann Chea, Bryce Chudomelka	Apprentice III	short-term	Math	$13/hr.	1/22/15	6/30/15
Ashleigh Moser, Bryce Chudomelka, Luoykhann Chea	Instructional Aide	substitute	Math	$19.28/hr.	1/5/15	6/30/15
Sarah Ann Troxel	Quick Copy Operator I	short-term	Purchasing/ Mat. Mgmnt.	$18.20/hr.	1/12/15	6/30/15
Jaice Bishop, Jennifer (Lynn) Wetzell	Secretary/Clerk II	substitute	San Elijo Campus	$21.04/hr.	1/2/15	6/30/15
Shilla Tabrizi	Apprentice III	short-term	Athletics Dept	$13/hr.	2/1/15	6/30/15

RECOMMENDATION

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

Subject:	Attachment:
Approve Reclassification of Existing Positions	Job Descriptions
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

BACKGROUND

The Classification Review Committee (CRC) is a subcommittee of the Classified Senate Council and is comprised of six classified employees (elected members of the Classified Senate), and they are trained annually in the classification system. The CRC makes recommendations to a six-person sub-set of cabinet: the superintendent/president, three vice presidents, academic senate president, and classified senate president. The CRC chair, HR director, and division head present the recommendations to cabinet, provide details, and answer questions regarding the recommendation. In this case, several positions were asked to be reconsidered by the CRC and the final recommendations are below.

1. The job description for the position of Testing Services Coordinator (position 4134) has been evaluated by the Classification Review Committee. The changes were a lesser amount of supervision received, an increase in supervisory responsibility for other employees, and an increase in the frequency of contacts with others.

2. The job description for the position of Community Service Officer (positions 4362, 4363, 4364, and 4365) has been evaluated by the Classification Review Committee. The changes were increases in the related work experience required, the decision-making, the purpose of contacts with others, and in the frequency of contacts.

3. The job description for the position of Police Communications/Records Specialist (position 3551) has been evaluated by the Classification Review Committee. The changes were increases in decision-making, supervisory responsibility and purpose of contacts with others.

4. The job description for the position of Secretary Clerk III, Financial Aid (position 3522) has been evaluated by the Classification Review Committee. The duties assigned to the position were determined to match that of a Secretary II, an existing classification.

5. The job description for the position of Secretary I, Admissions and Records (position 3458) has been evaluated by the Classification Review Committee. The duties assigned to the position were determined to match that of a Secretary II, an existing classification.

STATUS

1. The Classification Review Committee recommended to the superintendent/president an increase in the point assignments for 3 of 11 factors, which corresponds to a salary range change from 27 to 31 (increase in cost is approximately $8,714 per year), and a change in title to Coordinator, Student Success & Testing Services, effective February 1, 2015.

2. The Classification Review Committee recommended to the superintendent/president an increase in the point assignments for 4 of 11 factors, which corresponds to a salary range change from 9 to 15 (increase in cost is approximately $7,596 per year for full time), and a change in title to Police Community Service Officer, effective February 1, 2015.

3. The Classification Review Committee recommended to the superintendent/president an increase in the point assignments for 3 of 11 factors, which corresponds to a salary range change from 23 to 28 (increase in cost is approximately $11,955 per year), and a change in title to Police Communications/Records Supervisor, effective February 1, 2015.

4. The Classification Review Committee recommended to the superintendent/president assignment of the classification of a Secretary II to the position in Financial Aid, which corresponds to a change in salary range from 15 to 19, (increase in cost is approximately $6,769 per year), effective February 1, 2015.

5. The Classification Review Committee recommended to the superintendent/president assignment of the classification of a Secretary II to the position in Admissions and Records, which corresponds to a change in salary range from 17 to 19, (increase in cost is approximately $4,283 per year), effective February 1, 2015.

RECOMMENDATION

Approve reclassification of positions 4134, 4362, 4363, 4364, 4365, 3551, 3522, and 3458, as detailed above.

CLASS TITLE: COORDINATOR, STUDENT SUCCESS AND TESTING SERVICES

BASIC FUNCTION:
Under the direction of the Dean of Admissions and Student Support, coordinates services related to the Student Success and Support Program (SSSP) and supervises the operations of the Testing Department, including the Academic Proctoring Center, and all regular staff and short term workers. Plan and schedule, SSSP services. Plan, administer and score group instructional, academic achievement and other tests at locations on and off campus; maintain appropriate security of test materials and results; explain and interpret test procedures and appropriate policies and regulations. Serve as functional specialist for the Testing Department with regard to PeopleSoft, CAPP (Computerized Assessment and Placement Programs), ASAP (Assessment and Placement Program), COMPASS (Computer-Adaptive Placement and Assessment System), and MDTP (Mathematics Diagnostic Testing Project). Ensures compliance with Title 5, district and college policies as well as other applicable state, federal laws and regulations.

REPRESENTATIVE DUTIES:

1. Supervise testing operations; serve daily as coordinator for all Testing Department and Academic Proctoring Center operations for all District sites. Write technical procedures and test administration procedures for the department. (E)

2. Coordinates with district staff to develop and provide SSSP services and activities to meet the needs of the MiraCosta campus and community and ensures consistent implementation of and compliance with approved policies and procedures. (E)

3. Plan, schedule, administer and score a variety of group instructional, academic achievement and assessment tests in accordance with college, state and testing agency requirements. Plan computerized testing operations both on and off-site; arrange for necessary technical assistance to implement those operations; test out programs to ensure accurate performance. (E)

4. Administer or oversee administration of tests at a variety of locations on and off campus; oversee students during test administration; transport test materials and assure that facilities are appropriate and adequate; ensure test materials are ordered, arrive and are returned to proper agencies in compliance with security procedures.

5. Supervise the work of testing specialist, program aides, peer advisors, short term campus aides, and student workers. Coordinate and oversee the recruitment, selection, training, and supervision of the student peer advisors. Select, train and supervise temporary staff to proctor tests; develop and assign work schedules; review and approve timecards according to established procedures. Determine needs for staffing and schedule staff for test administration at Oceanside, San Elijo, and Community Learning Center campuses, and for office coverage at Oceanside and San Elijo campuses. (E)

6. Coordinate and organize on and off-campus outreach efforts which target at risk students and evaluate activities. Meet with student cohorts who are in danger of being dismissed for not achieving program requirements and develop corrective plans. Monitor student cohorts for satisfactory academic progress.

(E) = Essential job function 1/10/15

7. Manage and monitor budget; initiate purchase requisitions; plan staffing and other expenditures according to budget parameters.

8. Apply, interpret, explain and enforce testing and matriculation policies, procedures, related information and requirements to students and the public; monitor, update, and distribute matriculation records. Manage various pieces of matriculation updating; evaluate a variety of test records to determine completion of matriculation requirements; resolve issues of student matriculation status. Inform students about course availability, transfer, graduation requirements, testing and other MiraCosta instructional programs and student services. (E)

9. Partner with the Outreach Coordinator to coordinate placement testing, orientation and advisement programs for district high school seniors as part of the on-campus student success and student support program.

10. Design and deliver oral presentations and workshops for high school programs. Provide assessment information and student services information to high school staff, students and parents. Initiate, organize and attend workshops and conferences to represent and promote the Student Success and Student Support Plan.

11. Coordinate a communication plan for students based on momentum points and achievements.

12. Serve as functional specialist for the Testing Department; interface with AIS (Academic Information Services) programmers, network specialist, and others who need technical information about testing applications; analyze problems, troubleshoot, and work with technical support staff for CAPP and COMPASS. Perform setups for test administration modes in computer applications; monitor accuracy; evaluate and modify setups to implement changes to placement criteria by math and English faculty. Plan, schedule, coordinate, enter or oversee computer entry of test results; verify accuracy and completeness. Perform setup in PeopleSoft of test component table, test table, and test transfer rules; monitor accuracy of data. Train appropriate student services staff in technical operations including COMPASS, CAPP, PeopleSoft, and Academic Proctoring Center locations in SARSGrid.(E).

13. Distribute or oversee the distribution of test records to college personnel and students; issue routine printouts and respond to special requests; provide specialized reports for staff, faculty and others; provide data and reports to the research office; provide explanatory information where needed; maintain confidentiality of student records. (E)

14. Represent the Testing Department at the Math and English departments' assessment sub-committees to guide them on necessary research and ensure that assessment validation research is completed by the departments per state regulations. Monitor multiple databases of student records and uploading of records to PeopleSoft. Assist in test result analysis and related research; sort test records according to specified parameters; generate descriptive statistics. Prepare, distribute and maintain a variety of reports involving testing. (E)

15. Coordinate publication of departmental brochures, newsletters, and other informational material related to student success and student support and assessment. Maintain department web page. Consistently use Internet as a research and communication tool.

16. Determine Testing and SSSP program needs, formulate action plans, compile statistical records for reports, and partner with the Office of Institutional Effectiveness to conduct research to evaluate and report on program effectiveness. (E)

17. Serve on committees as appropriate; organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.

18. Work with the DSPS (Disabled Students Program and Services) office to inform them of possible accommodations based on assessment and environmental considerations. Develop accommodation protocols with regard for timely notification and guidelines for reasonable accommodations.

19. Participate in planning and monitoring automated procedures and recommend changes for greater efficiency.

20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Computer applications.
Principles and practices of supervision and training.
Test administration and scoring.
Automated recordkeeping techniques.
Procedures followed in the administration, scoring, recording and reporting of standardized test results.
College course prerequisites and matriculation policies.
Math and statistical computations.
Specific regulations set forth by testing agencies.
Appropriate safety precautions and procedures.
Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Laws, rules, and regulations involved in assigned testing activities.

ABILITY TO:

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Schedule, administer and score standardized group academic achievement tests.
Coordinate, supervise and use automated systems for scoring, maintaining and reporting of test results for the college's academic achievement tests.
Assist in testing-related research and evaluation.
Read, understand, interpret and apply technical information.
Operate a variety of office equipment including a computer terminal.
Maintain the testing database system.
Generate and maintain computer records and prepare technical reports.

Read, interpret, apply and explain rules, regulations, policies and procedures related to test administration.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Plan and organize work.
Develop and control budget.
Learn District and state regulations, policies and procedures.
Understand and follow oral and written directions.
Maintain records.
Meet schedules and timelines.
Work independently with little direction.
Train, supervise or provide work direction and assess student workers.
Operate a vehicle, observing legal and defensive driving practices.
Work confidentially with discretion.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to a Bachelor's degree and two years directly related work experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Testing Specialists, Testing Program Aides, peer advisors, and campus aides.

CONTACTS:
Coworkers, other department personnel, faculty, students, Testing Services Secretary, proctors, staff at other colleges, parents, GED state and national offices, ACT, and other testing agencies.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications in person, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone. Intermittent exposure to individuals acting in a disagreeable fashion.

May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

CLASS TITLE: POLICE COMMUNITY SERVICE OFFICER

BASIC FUNCTION:
Under the direction of a Police Sergeant, provides security, safety and crime prevention checks to all three district campuses . Patrols campus by foot, vehicle and on bike to deter crime and keeps unauthorized individuals away from campus when the campus is closed. Observes and reports suspicious persons and circumstances to supervisors and/or local police. Responds to intrusion alarm activations at all three campus locations. Notifies police when necessary.

DISTINGUISING CHARACTERISTICS:
The CSO II classification is distinguished from the CSO I class in that the CSO II class works with less supervision due to the hours of work; it can detain suspects; responds to alarms and corrects malfunctions; it is responsible for conducting preliminary investigations and report writing; and it responds to medical emergencies and works in an enforcement capacity during emergencies.

REPRESENTATIVE DUTIES:

1. Maintain knowledge of department rules and policies; develop working knowledge of campus intrusion alarms, fire alarms, lighting, and building locks. Maintains and inspects AED machines as well as coordinates with Project Heart Beat. *(E)*

2. Patrols assigned areas and properties by foot, bicycle, and patrol vehicle to detect and deter vandalism, burglary, arson, trespass, theft, and other criminal activity committed against persons and property; develops and implements patrol patterns based on criminal activity; appears at scenes of disorder, disaster, and crimes in progress as the initial responder to evaluate and summon additional resources if applicable. Works independent and alone on swing shift, graveyard and weekends or holiday's without supervision. (E)

3. Prevents entry of unauthorized persons on grounds or buildings by contacting college police personnel or local law enforcement; is assigned a grand master key to all three district locations and inspects the security of doors, windows, and gates. Patrols parking lots. Determines action to be taken when encountered with unauthorized individuals or emergency situations. Reports and or detains subjects until law enforcement arrives. Prepares and completes crime reports, incident reports, parking citations, records activities in daily patrol logs. Works closely with other local law enforcement agencies. (E)

4. Conducts preliminary inspection of incidents to determine if further resources will be needed and or what resources will be needed. Controls and/or directs traffic in emergency and or non-emergency situations, special events and or situations during which traffic congestion occurs. Ensures parking lots are clearly marked and maintained and assists in the painting of parking stalls as well as stencil painting of staff lots. (E)

5. Responds to medical emergencies involving potential exposure to blood borne pathogens and other medical hazards; provides basic first aid up to and including CPR and

automated External Defibrillator (AED) as necessary; secures and evaluates the scene of medical emergencies and coordinates the response of emergency medical and fire personnel as necessary. (E)

6. Investigates unusual conditions or activities; takes immediate action and prepares incident reports regarding unusual, suspicious or dangerous conditions or equipment. Responds to requests for safety escorts from staff, students and visitors. Provides building and vehicle lock outs, jump starts and assists motorists with disabled vehicles. (E)

7. Carry a Taser while on patrol and be able to attain and maintain annual certification and ongoing training. Carry Pepper spray while on patrol and wear body armor. Participate in department training on a regular basis to include handcuffing techniques. Drives from the Oceanside campus to the San Elijo campus and the Community Learning Center to conduct security checks of those campuses on a daily basis. (E)

8. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General security and safety principles.
All police terminology and radio codes.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Principles of community oriented policing.
Record keeping and report writing techniques.
First Aid, CPR Automated external Defibrillator (AED) usage.
State laws relating to confidential information and liabilities relating to the California Law Enforcement Telecommunications System (CLETS).
Privacy laws pertaining to Family Educational Right to privacy (FERPA)
Incident Command System (ICS).
Law enforcement communications system and specialized equipment (RCS radio).
Federal Communications Commission (FCC) rules and regulations governing police radio transmissions.
College organization, operations, policies, and objectives.
College geography and building layout and configuration.

ABILITY TO:

Learn, interpret, apply and explain applicable district rules, regulations, policies, and procedures.
Communicate tactfully and effectively with students, staff and the public.
Apply community Oriented Policing and Problem solving when responding to safety issues affecting the campus community.
Provide effective, professional, and courteous service during contact with members of the college community.
Use discretion when handling difficult persons and situations.
Analyze situations likely to be encountered on patrol.
Observe and retain names, faces and details of occurrences.
Understand and correct emergency alarm systems.
Establish, develop, and maintain courteous, cooperative and effective working relationships with others.

Operate equipment such as a two way radio, patrol iPad, facsimile machine, digital camera, computer and copier.
Maintain proficiency in the use of department issued Taser.
Exercise good judgment.
Be available for recall within a reasonable amount of time during disaster and other emergencies.

Ability to stay alert and observant.
Perform detail-oriented tasks.
Problem solving ability.
Judgment under pressure.
Observational skills.
Testify in court, as needed.
Credibility as a witness.
Understand and work within scope of authority.
Observe legal and defensive driving practices.
Understand and follow oral and written directions.
Work independently with little direction.
Lift objects weighing up to 100 pounds.
Communicate effectively both orally and in writing.
Show sensitivity to and understanding of the diverse socioeconomic, cultural, disability and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:
Equivalent to graduation from high school and one year of closely related experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; District approved driving record. Must pass background investigation that includes a FBI/DOJ fingerprint check. Polygraph exam, psychological evaluation. CPR, first aid and AED training will be required within 30 days of hire date. Maintain annual Taser certification.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
N/A

CONTACTS:
Department coworkers, faculty, staff, students, public, alarm activation monitoring company, local law enforcement agencies and local law enforcement dispatch center.

PHYSICAL EFFORT:
Moderate physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 100 lbs. with constant standing, sitting, walking long distances, running, bending, kneeling, squatting, crawling, climbing, reaching at or above shoulder height, twisting at waist, repetitive use of upper extremities on a regular basis and riding a bicycle for extended periods of time; manual dexterity required to operate Campus Police radio equipment safely, as needed; ability to safely operate District vehicles, including electric carts, on campus locations. Ability to maintain constant visual alertness. Positioning and maintaining traffic cones, signs and barricades. Ability to effectively deal with a variety of unanticipated stressors. Continuous wearing and transporting security uniform and equipment which includes duty belt and body armor. Finger and arm strength to operate grasp and manipulate a Taser. Infrequent balancing above ground and lifting objects without assistance. Visual effort to focus attention on

persons, situations and detailed items of events. Frequent alternation between short and far distance viewing during an average 8 hour shift and or at night time.

EMOTIONAL EFFORT:
Ability to appropriately respond to situations and unanticipated stressors and make appropriate decisions. Must be able to accurately describe incidents, situations, individuals and vehicles in both oral and written communications; ability to develop and maintain effective working relationships with other individuals from diverse backgrounds; ability to personally interact and communicate appropriately with students, staff, faculty and the general public on a regular, on-going basis; ability to follow written and verbal directions; ability to effectively work alone or as a crew member on a variety of assigned tasks, while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Work includes inside and outside environment; work involves exposure to dangerous situations, persons and hazardous items and materials. Work in poorly lit or completely dark areas; work assignments may be scheduled at any campus location. The position will be required to work day, night, and graveyard shifts as well as weekends and holidays as needed to conduct District business. . Subject to long periods on vehicle patrol and foot patrol. Operate a patrol bicycle, Exposure to dust, dirt, heat and cold, humidity, rain, temperature swings from indoors to outdoors, fumes, moisture and noise. Exposure to poor air quality in times of emergencies such as fires or disasters. Repetitive use of computer keyboard mouse or other control devices. Subject to interruptions by individuals, by person, radio and or telephone.

CLASS TITLE: POLICE COMMUNICATIONS/RECORDS SUPERVISOR

BASIC FUNCTION:
Reporting to the Chief of Police & Campus Safety, with minimal supervision and broad direction, supervise the MiraCosta Police Department Communications Center. Function as primary point of contact for emergency and non-emergency requests for assistance and/or information; function as point of contact for law enforcement/public safety/emergency services agencies. Supervise the police department's records division. Supervise, train, and evaluate all Dispatchers, Secretary Clerk II & III's and student workers. Oversee safety escort, lost and found and parking citation programs. Provide confidential administrative support to police administrators and officers.

REPRESENTATIVE DUTIES:

1. Operate as the primary point of contact for the MiraCosta Police Department within a highly stressful environment and during distressing conditions; provide journey level law enforcement dispatching and communications experience during emergency and non-emergency situations. Assess requests for assistance and/or information from all college facilities and sites including the public, media/press, employees, students and law enforcement/emergency services/public safety agencies via phone, in person, email and/or specialized equipment. Evaluate, prioritize and disseminate communications under extreme duress while maintaining composure, with knowledge of law enforcement practices and regulations, observing District policies and procedures including FERPA mandates. *[E]*

2. Supervise the MiraCosta Police Department Communications Center. Develop and implement dispatching policies and procedures incorporating federal, state and local laws and the police department's mission statement. Maintain and apply comprehensive knowledge and appropriate practices of emergency communications and dispatching including specialized equipment and 9-1-1 systems. Ensure comprehensive knowledge of college police policies and procures, police laws, codes and regulations. *[E]*

3. With certified, appointed and/or qualified access to highly classified information systems and databases, serve as the California Law Enforcement Telecommunications System (CLETS) Agency Terminal Coordinator (ATC) as required by the Department of Justice (DOJ) for CLETS and act as the agency's liaison for San Diego County Law Enforcement systems. Provide ongoing DOJ-mandated CLETS/CJIS and Security Awareness training and compliance testing to qualified MCPD personnel; coordinate and respond to CLETS-specific correspondence; notify DOJ of any changes in agency data; ensure compliance with mandated state and federal auditing requirements. Coordinate annual CLETS audit inspections of MCPD with the DOJ Representative and Originating Agency Identified (ORI) validation requests. Ensure compliance and awareness of the regulations of the CLETS, California Justice Information System (CJIS), National Crime Information Center (NCIC), and National Law Enforcement Telecommunications System (NLETS), the California Department of Motor Vehicles (DMV), the Oregon Law Enforcement Data Systems (LEDS), the Stolen Vehicles Systems (SVS), Violent Crimes Information

Network (VCIN), the Domestic Violence Restraining Order System (DVROS), the Supervised Release File (SRF), and numerous other systems including Canada and Mexico interfaces. Ensure in-depth knowledge of Federal Communications Commission (FCC) policies and regulations of police radio equipment and use including expert knowledge of the regional Ten and Eleven police codes. Participate in conferences and professional group meetings of the CCUG (California CLETS Users Group) to ensure our agency is kept up to date with mandated legislation changes affecting CLETS and local system operations. *[E]*

4. Serve as the Computer-Aided Dispatch (CAD) Liaison of the Tri-Tech CAD System to the Oceanside Police Department's Communications Manager and Supervisor and to MiraCosta's Academic Information Services (AIS). Provide CAD system training to appropriate police department personnel. Participate in conferences and professional group meetings of the Tri-Tech CAD Users. *[E]*

5. Regional Communication System (RCS) Liaison and trainer. Point of Contact (POC) for Law Enforcement Assistance Network (LEAN). Establish and maintain communication and rapport with all surrounding law enforcement, fire department and emergency services/public safety agencies. Participate in monthly meetings and specialized training groups.

6. As the 9-1-1/PSAP (Primary Service Area Provider) Liaison/Point of Contact for MCPD, coordinate all 9-1-1 emergency calls received by local area PSAPs: Oceanside Police Department (for Oceanside campus and Community Learning Center) and the San Diego County Sheriffs Department (San Elijo campus). Participate in conferences and professional group meetings of the CALNENA (California National Emergency Numbers Association) and APCO (Association for Public Communication Officials) to ensure our agency is kept up to date with technical advances in the field. *[E]*

7. As appointed Security Point of Contact (SPOC), serves as the security coordinator with the Department of Justice (DOJ) on security matters pertaining to the use of CLETS, NCIC, NLETS and DOJ criminal justice databases and administrative network that CLETS supports in compliance with Department of Justice regulations. *[E]*

8. Serve as a first responder in the REGROUP mass notification system. Responsible for training and sending out public notifications during emergencies and maintaining the database.

9. Maintain continuous detailed logs of all dispatch activity. Process and compile all police department reports, data and statistics to produce customized reports upon request including publication of the federally mandated Clery Act crime statistics. Prepare police forms, manuals, handbooks, schedules, calendars, and lists for variety of distribution and use. Provide assistance, clarification and/or interpretation of police policies, procedures, forms and programs. *[E]*

10. Supervise the MCPD Records Division, ensuring appropriate daily verification, protection, retrieval and retention of all records and compliance to applicable law enforcement records management regulations. Generate and maintain user identifications and passwords, and determine appropriate security level for records access of all police

personnel. Create comprehensive reports including narratives, financial and statistical data from a variety of sources in accordance with federal, state and local requirements. Responsible for conducting external and internal yearly audits in accordance with and as requested by federal, state and local laws. Research Public Records Act laws determining authority and qualifications of releasing or denying requests for records. Oversee record destruction/purging. Appear in court on behalf of police department as required. Participate in conferences and professional group meetings of the CLEARS (California Law Enforcement Association of Records Supervisors). Continuously access and monitor the CLEW (California Law Enforcement Web) for any new updates or mandates that would affect our agency. *[E]*

11. Supervise, train and evaluate all Dispatchers, Secretary Clerk II, Secretary Clerk III and student workers. Ensure adequate and appropriate personnel coverage; monitor hours scheduled and used. Conduct student worker job reference checks specific to law enforcement qualifications and standards. Conduct monthly meetings with Dispatchers, Secretary Clerks and student workers and establish goals' objectives *[E]*

12. Act as CLERY Liaison to manage the compliance objectives for the federally mandated CLERY Act. Interpret and research legislative updates and new mandated CLERY regulations. Work together with the CLERY CARE Compliance Team to manage objectives, seek recommendations from outside resources, provide reference materials and resources to ensure compliance. Develop policy statements and gather information from surrounding agencies for the collecting, classifying and counting of all CLERY crimes for on campus, non-campus buildings or property and public property. Keep daily crime logs. Assist in the dissemination of information for campus alerts, timely warnings & emergency notifications. Prepare, publish and distribute the Annual Security Report. Provide training for those designated as Campus Security Authorities and maintain compliance training logs. Collect and maintain mandated training records from other departments for VAWA (Violence Against Women's Act). Submit crime statistics to the Department of Education.

13. Conduct complaint resolution interviews, discussions and meetings to address and resolve complaints about the dispatch operation and all office staff. Present results to police administration.

14. Coordinate and oversee the district's Safety Escort program including documentation of escorts into the database.

15. Provide assistance and support to the Adapted Transport for the Physically Challenged program in conjunction with Disabled Student Services including providing transports on an urgent basis when transport by Disabled Student Services is not available.

16. Supervise the district's Lost and Found program per District policy including retention, inventorying, maintaining, donating and/or discarding items.

17. Maintain MCPD's website ensuring publication of appropriate and relevant information including Community-Oriented Policing (COP) bulletins and the federally mandated Cleary Act crime statistics.

18. Supervise the Parking Citation program including the appeals, review and hearing processes. Ensure database accuracy; populate other police databases with accurate data including the Field Interview (F.I.), the Crime Cases, the Moving Violation (or, Notice to Appear in Court) and the CLERY mandated Incident log databases. Maintain filing/retrieval system. Submit unpaid parking citations to the District's contracted collection agency.

18. Work with regional training personnel throughout the county to keep up to date with technical advances in the field and to help further the development of our department to ensure our future needs are met. Participate in regularly meetings with the Law Enforcement Training Managers Association.

19. As needed, provide confidential administrative support to MCPD administrators and police officers. Perform a variety of tasks which may include statistical duties, travel arrangements, scheduling meetings, appointments, conferences, special events; coordinate and schedule classrooms with instructional requirements; compose and prepare correspondence independently or from oral instruction; attend meetings, transcribe minutes. Maintain supplies, inventory and equipment. *[E]*

20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Police communications systems and specialized hardware; ability to recognize and monitor hardware problems for repair and servicing.

High degree of accountability and liability regarding actions, consequences of errors in judgment and legal liabilities.

Crisis management techniques.

California Vehicle, Penal, Health and Safety and Welfare and Institutions Codes.

Police dispatching methods including all police terminology and radio codes.

California Law Enforcement Telecommunications System (CLETS) and administrative network including laws related to confidential information and liabilities.

CLETS ATC (Agency Terminal Coordinator).

Computer Aided Dispatch (CAD).

9-1-1/PSAP.

Tri-Tech CAD (Computer Aided Dispatch) System.

CLETS Train the Trainer.

SPOC (Security Point of Contact).

RCS (Regional Communication System).

Federal Communications Commission (FCC) rules and regulations governing police radio transmissions, release of criminal information; federal privacy laws, federal and state penal codes.

Public Records Act laws.

Department of Justice (DOJ) policies and regulations.

Rules of Uniform Crime Reporting (UCR) procedures.

Applicable sections of State Education Code and other applicable laws including FERPA.

Maps, geography, important locations/buildings including directions (south, north, east, and west).

Principles and practices of supervision and training.

District organization, operations, policies and objectives.

Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary; including law enforcement/dispatching-specific terminology, vocabulary and codes.
Modern office practices, procedures and equipment including TTY devices.
Record-keeping techniques within federal, state, and local law enforcement protocol and regulations.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Train, supervise or provide work direction and assess student workers.
Exercise good judgment when performing under stress.
Maintain the CLETS computer updated with all officers' information for access.
Establish and maintain cooperative and effective working relationships with others
Hear and listen in the presence of significant background noise; extract critical information from incoming calls and take effective action.
Speak quickly, clearly and effectively.
Simultaneously balance and perform multiple tasks including equipment utilization, mental prioritization of incoming and outgoing information and communication.
Work under stress and maintain composure.
Retain, recall and apply pertinent policies, procedures and other information.
Follow verbal and written instructions precisely.
Clear, distinct and understood speech over communications hardware.
Adapt quickly to variety of personalities and situations; think clearly and respond quickly.
Determine officers' welfare from voice inflection.
Anticipate officers' need for assistance.
Type information into computers quickly and accurately while receiving verbal information; write quickly and legibly.
Recognize standard alpha numeric sequences including license plates, vehicle identification numbers, driver license numbers, street guides and maps, physical addresses.
Listen actively, respond quickly, and speak clearly and concisely in emergency situations in a calm and efficient manner; communicate with panicked, distressed and highly emotional individuals.
Add, subtract, multiply and divide quickly and accurately.
Type at 50 words net per minute from clear copy.
Work independently with little direction.
Lift objects weighing up to 25 pounds.
Meet schedules and timelines.
Plan and organize work.
Maintain complex records and prepare narrative, financial and statistical reports.
Work confidentially with discretion.
Develop and control budget.
Operate a vehicle observing legal and defensive driving practices.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education equivalent to high school diploma or GED. Experience equivalent to three years of journey level directly related to law enforcement/emergency services/public safety dispatching

experience required. CLETS and CAD experience required. Supervisor experience preferred. SPOC experience desired.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; District approved driving record. Must meet all P.O.S.T. Dispatcher requirements (P.O.S.T.-certified 120-hour Basic Dispatcher Course certificate, pass P.O.S.T. background investigation, drug screening test, polygraph and psychological exam). Proof of U.S. Citizenship required. LEADS certification required within six (6) months of employment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
On a daily basis provide supervision and provide work direction to Dispatchers, Secretary Clerk II's and Secretary Clerk III's. Evaluate employee performance and prepare yearly Performance Evaluations.

CONTACTS:
Department coworkers, members of the public, media/press, employees, students, federal, state and local law enforcement/public safety/emergency services agencies including DMV and courts.

PHYSICAL EFFORT:
Visually demanding conditions include operating specialized dispatching hardware, law enforcement equipment, computing hardware, as well as maps, printouts and reports. Aurally demanding conditions include trained listening; hearing in the presence of significant background noise and other difficult conditions; familiarization with police officer/emergency personnel voice nuances and inflections, able to determine welfare and safety conditions from voice inflection; use of specialized jargon, vocabulary and codes. Orally demanding conditions include accurate expression and exchange of spoken communications, conveying detailed and important instructions accurately within varying conditions under duress and during emergency situations. Physically demanding conditions include functioning in confined area with limited mobility; remaining sedentary for extended periods of time with limited breaks; intermittent standing, limited walking, bending and stooping. Repetitive motions of dexterity including fingering, reaching and moving objects. Able to occasionally lift and carry of objects weighing 25 pounds or less; exertion of up to ten (10) pounds of force frequently; a negligible amount of force constantly to move objects.

EMOTIONAL EFFORT:
Exercising judgment under pressure, demonstrate effective communication skills during situations often affecting human welfare and safety. Quickly establish familiarization with police officer/emergency personnel voice nuances, being able to determine welfare and safety conditions from voice inflection. Requires sustained focus and concentration. Subject to repeated emotional pressure as a result of involvement within intense situations. Ability to simultaneously balance and perform multiple tasks.

WORKING CONDITIONS:
Ability to function within confined, limited mobility conditions in busy, noisy indoor office environment. Subject to constant and frequent interruptions of emergency and non-emergency requests for assistance and/or information in person, via phone, dispatching equipment and email. Subject to unanticipated exposure to wide variety of personalities and situations including aggressive, distressed, emergency, and/or life-threatening conditions. May be required to work other shifts and hours on an as-needed basis.

CLASS TITLE: SECRETARY II – Financial Aid

BASIC FUNCTION:
Performs a variety of complex secretarial duties and administrative/organizational support for department(s) and/or programs.

DISTINGUISHING CHARACTERISTICS:
Incumbent works under the direction of the Director of Financial Aid & Scholarships. Provides specialized secretarial, administrative and technical support to the Financial Aid department, including the Scholarship Specialist, Financial Aid Technicians and Financial Aid Assistants; work directly with students and staff, provide technical information by phone and in person, regarding policies and procedures for various federal and state financial aid programs and instruct them in correct procedures for completion of forms and applications; explain policies and procedures, applications, requirements and restrictions for various federal and state financial aid programs; perform preliminary evaluation of student aid records for completion of federal requirements; maintain and update records of prospective recipients; process Board of Governors Waiver (BOGW) applications and other financial aid documents; scrutinize income verification documents; request additional documents as needed; make eligibility determinations based on State (BOGW) requirements; enter information into the computer to be accessed by the automated registration program; collect, compile, verify, and record program information for state and campus reports; update computer files for MIS reporting; update computer generated student files, review files and follow up on discrepancies, recommend alternative documentation as appropriate; compose and transmit correspondence to students and program participants relating to Board of Governors waivers, enrollment fee and non-resident tuition deferments, financial aid appeals and related subjects; understand and continuously keep up to date on pertinent federal and state regulations as they relate to financial aid and ensure updated information is accurately and quickly relayed to the public through various forms of communication; responsible for creating and publishing a variety of notifications including department newsletter, phone tree messages, student forms and outreach materials and notifications; responsible for maintaining automated appointment schedule and shared department calendar, as well as Directors appointment calendar; serve as point of contact for various organizations, coordinate and set up outreach events; assist with conducting Financial Aide workshops and presentations.

REPRESENTATIVE DUTIES:

1. Perform secretarial duties for an assigned supervisor and other office staff, relieving the supervisor of a variety of technical and administrative duties; assist others assigned to supervisor by performing secretarial and clerical duties including: receive visitors, schedule appointments, screen visitors and phone calls and refer to appropriate staff members. Receive, open and distribute mail; identify and refer matters to the assigned supervisor or staff member in order of priority. (E)

2. Compose and/or type correspondence; prepare reports; report information in person or by telephone where judgment, knowledge and interpretation of policies and regulations may be necessary. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. Maintain department/program/web page(s). (E)

(E) = Essential job function **1/10/15**

3. Prepare and type a variety of agendas, memoranda, minutes, contracts and other materials including material of a confidential nature; record and transcribe minutes from a variety of meetings. (E)

4. Arrange and schedule a variety of meetings and conferences; establish and maintain complex interrelated filing systems; make travel arrangements for department/program personnel. (E)

5. Order and maintain office supplies and equipment; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment. (E)

6. Communicate with District and outside sources to resolve problems, provide or receive information. Disseminate information from supervisor to staff; serve as liaison between supervisor and staff. (E)

7. Review reports and maintain records of expenditures; assist in preparing budget reports. (E)

8. Hire, supervise and train, provide work direction and guidance to student workers, temporary staff and others as assigned. (E)

9. May support planning and logistics for events put on by the department or program. Responsibilities may include making room reservations; working with vendors; requesting facilities set up; preparation of purchase requisitions; ordering invitations and food.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Organization, policies and rules of assigned department or program.
Modern office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws and regulations.
Recordkeeping techniques.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Operate a variety of office equipment, including computer and appropriate software.
Type at 60 words net per minute from clear copy.
Analyze situations accurately and adopt an effective course of action.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Multi-task in a high traffic office.

Plan and organize work independently.
Meet schedules and timelines.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Work as a member of a team.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to graduation from high school and one year directly related work experience.

LICENSES AND OTHER REQUIREMENTS:
Positions in this classification may require a valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Not assigned permanent staff to supervise. Provides work direction to student workers and/or temporary staff.

CONTACTS:
Department coworkers, District staff, students, faculty, vendors, professional staff at other two- and four-year institutions and the general public.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at computer for extended periods of time, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone, intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis. Occasional local travel may be requested.

CLASS TITLE: SECRETARY II, Admissions and Records

BASIC FUNCTION:
Performs a variety of complex secretarial duties and administrative/organizational support for department(s) and/or programs.

DISTINGUISHING CHARACTERISTICS:
Incumbent works under the direction of the Director of Admissions & Records/Registrar and is responsible for wide variety of complex secretarial and administrative support duties for the Admission and Records Office, the Director, and the Dean of Admissions and Student Support. Assists with registration; provide technical assistance and information to students, staff and the public on the student educational benefits in accordance with Veterans Administration guidelines; instruct students in correct procedures for completion of forms, applications, VA processes and enrollment; explain applications, requirements and restrictions; review completed forms for accuracy and completeness; refer students to other areas of Student Services as appropriate; responds to inquiries from students, staff, faculty and the public; coordinates schedules for student assistants and temporary staff; trains and supervises student workers including distribution of policy/procedure change information and collection of time cards; assists counter personnel; creates and updates a variety of computer generated registration and department forms; maintains supply of registration and departmental forms; responsible for preparing and mailing various admissions correspondence including the President's Permanent Honor Roll, President's List, notification of probation and dismissal and other time sensitive letters; prepares diploma covers for graduation ceremony.

REPRESENTATIVE DUTIES:

1. Perform secretarial duties for an assigned supervisor and other office staff, relieving the supervisor of a variety of technical and administrative duties; assist others assigned to supervisor by performing secretarial and clerical duties including; receive visitors, schedule appointments, screen visitors and phone calls and refer to appropriate staff members. Receive, open and distribute mail; identify and refer matters to the assigned supervisor or staff member in order of priority. ***(E)***

2. Compose and/or type correspondence; prepare reports; report information in person or by telephone where judgment, knowledge and interpretation of policies and regulations may be necessary. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. ***(E)***

3. Take and transcribe dictation, including material of a confidential nature; prepare and type a variety of agendas, memoranda, minutes, contracts and other materials; record and transcribe minutes from a variety of meetings. ***(E)***

4. Arrange and schedule a variety of meetings and conferences; establish and maintain complex interrelated filing systems. ***(E)***

5. Order and maintain office supplies and equipment; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.

(E) = Essential job function **11/13/14**

6. Communicate with District and outside sources to resolve problems, provide or receive information. Disseminate information from supervisor to staff; serve as liaison between supervisor and staff. ***(E)***

7. Review reports and maintain records of expenditures; assist in preparing budget reports.

8. Train, provide work direction and guidance to student workers, temporary staff and others as assigned.

9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned department or program.
Modern office practices, procedures and equipment. Advanced techniques and operation of personal computer.
Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws and regulations.
Recordkeeping techniques.
Technical aspects of field of specialty.

ABILITY TO:

Perform a wide variety of complex clerical, typing, stenographic and secretarial duties with speed and accuracy.
Learn and apply District, state and/or federal government policies, rules and regulations to assigned activities.
Operate a variety of office equipment including PC, typewriter, photocopier, fax machine, microfiche reader; use a variety of computer software (including Microsoft Office suite of products).
Type at 60 words net per minute from clear copy.
Take dictation at 75 words per minute and transcribe accurately.
Analyze situations accurately and adopt an effective course of action.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Multi-task in a high traffic office. Plan and organize work independently. Meet schedules and timelines.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school, including or supplemented by courses in secretarial skills and one year directly related work experience, including advanced-level computer applications.

LICENSES AND OTHER REQUIREMENTS:
Positions in this classification may require a valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Not assigned permanent staff to supervise. Provides work direction to student workers and/or temporary staff.

CONTACTS:
Department coworkers, District staff, students, faculty, vendors, and the general public.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping, occasional light lifting and carrying of objects weighting 25 pounds or less; light to moderate repetitive use of hands, wrists and forearms while working on a computer; ability to travel to a variety of locations on and off campus occasionally, as-needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Subject to frequent interruptions by individuals in person or by telephone, intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis. Occasional local travel may be requested.

Subject:	Attachment:
Approve Classification of New Positions	Job Descriptions
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

BACKGROUND

The Police Locker Room Safety Attendant, Police Services Officer, and Police Dispatcher positions result from the conversion of former short-term classified assignments.

The Student Equity Coordinator and the Counseling Operations Supervisor are newly created positions, which are being funded by SSSP funds, and are providing new services to enhance student success.

1. Job description for a new position of Police Locker Room Safety Attendant (positions 3554 and 3555) has been evaluated by the Classification Review Committee.

2. Job description for a new position of Police Services Officer (positions 4366 and 4367) has been evaluated by the Classification Review Committee.

3. Job description for a new position of Police Dispatcher (positions 3552 and 3553) has been evaluated by the Classification Review Committee.

4. Job description for a new position of Student Equity Coordinator (position 3150) has been evaluated by the Classification Review Committee.

5. Job description for a new position of Counseling Operations Supervisor (position 3120) has been evaluated by the Classification Review Committee.

STATUS

1. The Classification Review Committee recommended to the superintendent/president classification of range 9 and a job title of Police Locker Room Safety Attendant, effective January 22, 2015. Entry-level salary is $1,002.37 per month (12 hours per week).

2. The Classification Review Committee recommended to the superintendent/president classification of range 11 and a job title of Police Services Officer, effective January 22, 2015. Entry-level salary is $3,539.58 per month (full time).

3. The Classification Review Committee recommended to the superintendent/president classification of range 21 and a job title of Police Dispatcher, effective January 22, 2015. Entry-level salary is $4,727.08 per month (full time).

The Classification Review Committee recommended to the superintendent/president classification of range 29 and a job title of Student Equity Coordinator, effective

January 22, 2015. Entry level salary is $$5,954.33 per month (full time). This position is funded with SSSP monies.

4. The Classification Review Committee recommended to the superintendent/president classification of range 29 and a job title of Counseling Operations Supervisor, effective January 22, 2015. Entry level salary is $$5,954.33 per month (full time). This position is funded with SSSP monies.

RECOMMENDATION

Approve classification of positions 3554, 3555, 4366, 4367, 3552, 3553, 3150, 3120, as detailed above.

CLASS TITLE: POLICE LOCKER ROOM SAFETY ATTENDANT

BASIC FUNCTION:
Under the direction of a Police Sergeant, provide security and safety for the locker rooms in the gymnasium area. Visually monitor persons entering the locker rooms for unauthorized persons.

REPRESENTATIVE DUTIES:

1. Maintains a visible presence in the office that separates the men's and women's locker rooms. Occasionally patrol the surrounding area on foot. ***(E)***

2. Responds to request for building lock/unlocks from faculty and staff. ***(E)***

3. Provides building lock up and lock out to the assigned area. ***(E)***

4. Ensures safety of the locker room area. Keeps a watchful eye on those entering the premises. ***(E)***

5. Contacts police dispatch for any observed violation or problems.

6. Provide direction and answer questions to those who use the locker room facilities. ***(E)***

7. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Federal Communications Commission (FCC) rules and regulations governing police radio transmissions.
College geography and building lay out and configurations.
General security and safety principles.
Use of police radio.
Police terminology and radio codes.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record keeping and report writing techniques.
Interpersonal skills using tact, patience and courtesy.
First Aid, CPR and Automated External Defibrillator AED use.
State laws relating to confidential information and liabilities related to California Law Enforcement telecommunications System (CLETS).
Privacy pertaining to Family Educations Right to Privacy (FERPA).
Law enforcement communications system and specialized equipment (RCS radio).

ABILITY TO:
Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Communicate tactfully and effectively with students, staff and the public.

(E) = Essential job function **10/14/14**

Provide effective, professional, and courteous service during contact with members of the college community.
Analyze situations accurately and adopt an effective course of action.
Observe and retain names, faces and details of occurrences.
Establish and maintain courteous, cooperative and effective working relationships with others.
Operate equipment such as a two way radio.
Exercise good judgment.
Collect and analyze information accurately.
Prioritize emergency situations accurately.
Ability to stay alert and observant.
Problem solving ability.
Judgment under pressure.
Testify in court, as needed. Credibility as a witness.
Understand and work within scope of authority.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Show sensitivity to and understanding of the diverse socioeconomic, cultural, disability and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to graduation from high school and one year of general work experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; district approved driving record. Must pass a background investigation that includes FBI/DOJ fingerprint check. First Aid/ CPR and AED training will be required after hire.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
N/A

CONTACTS:
Daily contact with coworkers, faculty, staff, students and the public.

PHYSICAL EFFORT:
Either sitting or walking for extended periods of time. Manual dexterity required to operate police radio equipment safely, as needed; Ability to maintain constant visual alertness. Continuous wearing of security uniform and equipment. Visual effort to focus attention on persons, situations and detailed items of events. Frequent alternation between short and far distance viewing during an average shift.

EMOTIONAL EFFORT:
Ability to appropriately make decisions. Must be able to accurately describe incidents, situations, individuals and vehicles in both oral and written communications; ability to develop and maintain effective working relationships with other individuals from diverse backgrounds; ability to personally interact and communicate appropriately with students, staff, faculty and the general public on a regular, on-going basis; ability to follow written and verbal directions; ability to effectively work alone or as a team member.

WORKING CONDITIONS:

Work includes inside and outside environment; Work in poorly lit areas. The position will be required to work night shift. Subject to long periods of sitting. Exposure to dust, dirt, heat and cold, humidity, rain, temperature swings from indoors to outdoors, fumes, moisture and noise. Exposure to poor air quality in times of emergencies such as fires or disasters. Subject to interruptions by individuals, by person, radio and or telephone.

CLASS TITLE: POLICE SERVICES OFFICER

BASIC FUNCTION:
Under the direction of a Police Sergeant, provides security, safety and crime prevention checks to all three district campuses . Patrols campus by foot, vehicle and on bike to deter crime. Observes and reports suspicious persons and circumstances to on duty police officers Provides parking enforcement to all district sites.

REPRESENTATIVE DUTIES:

1. Maintain knowledge of department rules and policies; develop working knowledge of campus intrusion alarms, fire alarms, lighting, and building locks. *(E)*

2. Patrols assigned areas and properties by foot, bicycle, and patrol vehicle to detect and deter vandalism, burglary, arson, trespass and theft. Develops and implements patrol patterns based on criminal activity.(E)

3. Prevents entry of unauthorized persons on grounds or buildings by contacting college police personnel, inspects the security of doors, windows, and gates. Patrols parking lots. Prepares and completes incident reports, parking citations, records activities in daily patrol logs. (E)

4. Controls and or directs traffic in emergency and or non-emergency situations, special events and or situations during which traffic congestion occurs. Ensures parking lots are clearly marked and maintained and assists in the painting of parking lot stalls. Responds to medical emergencies to assist police officers. Potential exposure to blood borne pathogens and other medical hazards; provides basic first aid up to and including CPR and Automated External Defibrillator (AED) (E)

6. Responds to requests for safety escorts from staff, students and visitors. Provides building and vehicle lock outs, jump starts and assists motorists with disabled vehicles. (E)

7. Participate in department training on a regular basis to include handcuffing techniques. (E)

8. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
General security and safety principles.
All police terminology and radio codes.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Record keeping and report writing techniques.
First Aid, CPR Automated external Defibrillator (AED) usage.
State laws relating to confidential information and liabilities relating to the California Law Enforcement Telecommunications System (CLETS).
Privacy laws pertaining to Family Educational Right to privacy (FERPA)

(E) = Essential job function **1/10/15**

Incident Command System (ICS).
Law enforcement communications system and specialized equipment (RCS radio).
Federal Communications Commission (FCC) rules and regulations governing police radio transmissions.
College organization, operations, policies, and objectives.
College geography and building layout and configuration.

ABILITY TO:
Learn, interpret, apply and explain applicable district rules, regulations, policies, and procedures.
Communicate tactfully and effectively with students, staff and the public.
Provide effective, professional, and courteous service during contact with members of the college community.
Analyze situations likely to be encountered on patrol.
Observe and retain names, faces and details of occurrences.
Establish, develop, and maintain courteous, cooperative and effective working relationships with others.
Operate equipment such as a two way radio, facsimile machine, digital camera, computer and copier.
Exercise good judgment
Understand department and District policies.
Collect and analyze information accurately.
Prioritize emergency situations accurately.
Be contacted within a reasonable amount of time for emergencies and available for recall during disasters and other emergencies.
Ability to stay alert and observant.
Perform detail-oriented tasks.
Problem solving ability.
Judgment under pressure.
Observational skills.
Physical ability.
Credibility as a witness.
Understand and work within scope of authority.
Operate a variety of equipment, including vehicles.
Understand and follow oral and written directions.
Lift objects weighing up to 75 pounds.
Communicate effectively both orally and in writing.
Show sensitivity to and understanding of the diverse socioeconomic, cultural, disability and ethnic backgrounds of community college students.
Testify in court, as needed.

EDUCATION AND EXPERIENCE:
Equivalent to graduation from high school. Minimum of one year of generally related experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; District approved driving record. Must pass background investigation that includes a FBI/DOJ fingerprint check. Polygraph exam, CPR, first aid and AED training will be required within 30 days of hire date.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
N/A

CONTACTS:
Daily contact with coworkers, faculty, staff, students, public,

PHYSICAL EFFORT:
Moderate physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 75 lbs. with constant standing, sitting, walking long distances, bending, kneeling, squatting, climbing, reaching at or above shoulder height, twisting at waist, repetitive use of upper extremities on a regular basis and riding a bicycle for extended periods of time; manual dexterity required to operate Campus Police radio equipment safely, as needed; ability to safely operate District vehicles, . Ability to maintain constant visual alertness. Positioning and maintaining traffic cones, signs and barricades. Continuous wearing and transporting security uniform and equipment which includes duty belt. Infrequent balancing above ground and lifting objects without assistance. Visual effort to focus attention on persons, situations and detailed items of events. Frequent alternation between short and far distance viewing during an average 8 hour shift.

EMOTIONAL EFFORT:
Ability to appropriately make decisions. Must be able to accurately describe incidents, situations, individuals and vehicles in both oral and written communications; ability to develop and maintain effective working relationships with other individuals from diverse backgrounds; ability to personally interact and communicate appropriately with students, staff, faculty and the general public on a regular, on-going basis; ability to follow written and verbal directions; ability to effectively work alone or as a crew member on a variety of assigned tasks, while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Work includes inside and outside environment; Work in poorly lit or completely dark areas; work assignments may be scheduled at any campus location. The position will be required to work day and or night shift. . Subject to long periods on vehicle patrol and foot patrol. Operate a patrol bicycle, Exposure to dust, dirt, heat and cold, humidity, rain, temperature swings from indoors to outdoors, fumes, moisture and noise. Exposure to poor air quality in times of emergencies such as fires or disasters. Repetitive use of computer keyboard mouse or other control devices. Subject to interruptions by individuals, by person, radio and or telephone.

CLASS TITLE: POLICE DISPATCHER

BASIC FUNCTION:
Under the direction of the Communications/Records Specialist, provide police communications and dispatching for all college facilities and sites using specialized technology and equipment; primary point of contact for emergency and non-emergency requests for assistance and/or information; point of contact for law enforcement/public safety/emergency services agencies; qualified access to highly classified information systems and databases; maintain police files and records; provide work direction to night watch Secretary/Clerk II and Secretary/Clerk IIIs; coordinate safety escorts; maintain district's lost and found program; maintain parking citation database; provide confidential administrative support to police administrators and officers.

REPRESENTATIVE DUTIES:

1. Operate as the primary point of contact for the MiraCosta Police department within a highly stressful environment and during distressing conditions; provide law enforcement dispatching and communications during emergency and non-emergency situations. Assess requests for assistance and/or information from all college facilities and sites including the public, media/press, employees, students and law enforcement/emergency services/public safety agencies via phone, in person, email and/or specialized equipment. Evaluate, prioritize and disseminate communications while maintaining composure, with knowledge of law enforcement practices and regulations, observing District policies and procedures including FERPA mandates. *[E]*

2. Maintain knowledge of dispatching policies and procedures incorporating federal, state and local laws and the police department's mission statement. Maintain and apply comprehensive knowledge and appropriate practices of emergency communications and dispatching including specialized equipment and 9-1-1 systems. Ensure comprehensive knowledge of college police policies and procures, police laws, codes and regulations. Exercise initiative and independent judgment in assessing emergency and routine situations and notifying proper district personnel or other agencies. *[E]*

3. Maintain comprehensive working knowledge of the Computer-Aided Dispatch (CAD) Tri-Tech CAD System; Regional Communication System (RCS); California Law Enforcement Telecommunication System (CLETS); Automated Regional Justice System (ARJIS) and San Diego Law and Justice Network (SDLAW). *[E]*

4. As the 9-1-1/PSAP (Primary Service Area Provider) Liaison/Point of Contact for the department, coordinate all 9-1-1 emergency calls received by local area PSAPs: Oceanside Police Department (for Oceanside campus and Community Learning Center) and the San Diego County Sheriffs Department (San Elijo campus). *[E]*

5. Maintain comprehensive working knowledge as a first responder in the mass notification system. Responsible as one of the key individuals for sending out public notifications in time of crisis, notifying the OES when the system is used and providing a copy of the message sent.

(E) = Essential job function

9/6/14

6. Maintain continuous detailed logs of all dispatch activity. Process and compile police department citations, reports, data and statistics to produce complex customized reports upon request including publication of the federally mandated Cleary Act crime statistics. *[E]*

7. Train and provide ongoing work direction to night watch Secretary/Clerk II and IIIs including customer service principles, problem solving skills and techniques, and delegation and completion of assigned and special projects. *[E]*

8. Assist and provide direction in the operation of the district's parking permit program and the lost and found program per District policy including retention, inventorying, maintaining, donating and/or discarding items.

9. Assist in the management of the parking citation program including the appeals, review and hearing processes. Ensure database accuracy; populate other police databases with accurate data including the Field Interview (F.I.), the Crime Cases, the Moving Violation (or, Notice to Appear in Court) and the CLERY mandated Incident log databases. Maintain filing/retrieval system. Submit unpaid parking citations to the District's contracted collection agency.

10. As needed, provide confidential administrative support to department administrators and police officers. Perform a variety of tasks which may include statistical duties, maintain supplies, inventory and equipment.

11. Attend Dispatcher/Secretary/Clerk II and III meetings and participate in continued professional training as mandated by P.O.S.T.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Police communications systems and specialized hardware; ability to recognize and monitor hardware problems for repair and servicing
High degree of accountability and liability regarding actions, consequences of errors in judgment and legal liabilities
Crisis management techniques
California Vehicle, Penal, Health and Safety and Welfare and Institutions Codes
Police dispatching methods including all police terminology and radio codes
California Law Enforcement Telecommunications System (CLETS) and administrative network including laws related to confidential information and liabilities
Computer Aided Dispatch (CAD)
9-1-1/PSAP
Tri-Tech CAD (Computer Aided Dispatch) System
RCS (Regional Communication System)
Federal Communications Commission (FCC) rules and regulations governing police radio transmissions, release of criminal information; federal privacy laws, federal and state penal codes
Public Records Act laws
Department of Justice (DOJ) policies and regulations
Applicable sections of State Education Code and other applicable laws including FERPA
Basic goals and objectives of assigned program or department

Team concepts of working within groups
Principles and practices of supervision required to provide direction and assign tasks
District organization, operations, policies and objectives
Maps, geography, important locations/buildings including directions (south, north, east, and west)
Appropriate and accurate English grammar, spelling, punctuation and vocabulary usage including law enforcement/dispatching-specific terminology, vocabulary and codes
Modern office practices, procedures and equipment including TTY devices and other specialized law enforcement/dispatching hardware
Record-keeping techniques within federal, state, and local law enforcement protocol and regulations
Interpersonal skills using tact, patience and courtesy

ABILITY TO:
Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations
Operate, in an autonomous manner with broad guidelines, as the primary point of contact within a highly stressful environment and during distressing conditions.
Evaluate, prioritize and disseminate communications under extreme duress.
Exercise good judgment.
Establish, develop and maintain courteous and effective working relationships with department personnel and all other contacts.
Hear and listen in the presence of significant background noise; extract critical information from incoming calls and take effective action.
Speak quickly with clear, distinct and understood speech over communications hardware.
Spontaneously perform several functions including equipment utilization, mental prioritization of incoming and outgoing information and communication.
Follow verbal and written instructions precisely.
Adapt quickly to variety of personalities and situations.
Extract critical information from incoming communications and take appropriate action.
Anticipate officers' need for assistance
Type information into computers quickly and accurately while receiving verbal information; write quickly and legibly.
Recognize standard alpha numeric sequences including license plates, vehicle identification numbers, driver license numbers, street guides and maps, physical addresses.
Work cooperatively and establish a working rapport with other agencies, departments, college population.
Research and fact finding skills to investigate and resolve complaints.
Operate police communications dispatch center including regional communications systems (RCS) and other specialized hardware
Learn the proper operation and care of voice radio equipment and Federal Communications Commission regulations governing the use of the system
Add, subtract, multiply and divide quickly and accurately
Type at 50 words net per minute from clear copy
Work independently with little direction
Lift objects weighing up to 25 pounds
Meet schedules and timelines
Plan and organize work.
Communicate effectively both orally and in writing.
Work as a member of a team.

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to high school diploma or GED and one year directly related in law enforcement/emergency services/public safety dispatching experience, including CLETS and CAD experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license and District approved driving record. Must meet all P.O.S.T. Dispatcher requirements (P.O.S.T.-certified 120-hour Basic Dispatcher Course certificate, pass P.O.S.T. background investigation, drug screening test, polygraph and psychological exam).

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Provide work direction to assigned night watch Secretary/Clerk II and IIIs.

CONTACTS:
Department coworkers, public, students, faculty and staff, various personnel in law enforcement agencies, DMV and courts.

PHYSICAL EFFORT:
Visually demanding conditions include operating specialized dispatching hardware, law enforcement equipment, computing hardware, as well as maps, printouts and reports. Aurally demanding conditions include trained listening; hearing in the presence of significant background noise and other difficult conditions; familiarization with police officer/emergency personnel voice nuances and inflections, able to determine welfare and safety conditions from voice inflection; use of specialized jargon, vocabulary and codes. Orally demanding conditions include accurate expression and exchange of spoken communications, conveying detailed and important instructions accurately within varying conditions under duress and during emergency situations. Physically demanding conditions include functioning in confined area with limited mobility; remaining sedentary for extended periods of time with limited breaks; intermittent standing, limited walking, bending and stooping. Repetitive motions of dexterity including fingering, reaching and moving objects. Able to occasionally lift and carry of objects weighing 25 pounds or less; exertion of up to ten (10) pounds of force frequently; a negligible amount of force constantly to move objects. Repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Exercising judgment under pressure, demonstrate effective communication skills during situations often affecting human welfare and safety. Quickly establish familiarization with police officer/emergency personnel voice nuances, being able to determine welfare and safety conditions from voice inflection. Requires sustained focus and concentration. Subject to repeated emotional pressure as a result of involvement within intense situations. Ability to simultaneously balance and perform multiple tasks. Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Ability to function within confined, limited mobility conditions in busy, noisy office environment. Subject to constant and frequent interruptions of emergency and non-emergency requests for assistance and/or information in person, via phone, dispatching equipment and email. Subject to unanticipated exposure to wide variety of personalities and situations including aggressive or distressed individuals, individuals acting in a disagreeable fashion, emergency, and/or life-threatening conditions. May be required to work other shifts and hours on an as-needed basis. May work at any district location or authorized facility during day and/or evening hours with evenings and/or weekends on an as-needed basis. Occasional travel may be requested.

CLASS TITLE: COORDINATOR, STUDENT EQUITY

BASIC FUNCTION:
Under the direction of the Dean of Counseling & Student Development coordinate and oversee functions related to the Student Equity plan and activities. In coordination with the Dean, assist with budget management.

REPRESENTATIVE DUTIES:

1. Assist in the development of a District-wide Student Equity Plan in coordination with the Student Success and Support Program and other student support programs and services. *(E)*

2. Provides leadership in coordinating student equity strategies for the District through collaboration with faculty, staff, and students. *(E)*

3. Work with the Dean to oversee the allocation and expenditure of Student Equity funds.

4. Work with the Office of Institutional Effectiveness to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact. *(E)*

5. Regularly assess Student Equity Plan goals and activities including effectiveness, best practices, and effective strategies. *(E)*

6. Identify, develop and provide professional development and training opportunities related to Student Equity for faculty, staff, and students.

7. Work with the Student Activities Coordinator to plan various history month activities and other activities related to diversity.

8. Work with community and four-year partners to achieve the District mission of providing student-support services to a diverse population of learners.

9. Identify funding opportunities and other resources to meet District Student Equity goals.

10. Oversee the coordination of programs and projects aimed at targeted groups including Umoja, Puente, RAFFY and the First Year Experience program; supervise staff including Student Services Coordinators and Instructional Aides. *(E)*

11. Serves on standing and ad hoc committees related to the assignment within and outside the District.

12. Perform related duties as assigned.

(E) = Essential job function **12/4/14**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
California Community College Student Success Act, Student Equity, and Student Success and Support Program guidelines and regulation.
Modern office practices, procedures and equipment.
Computer applications.
Principles and practices of supervision and training.
Evaluation and statistical methodology for preparation of statistical research and reports.
Appropriate safety precautions and procedures.
Effective oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of student success and equity of the District.
Interpersonal skills using tact, patience and courtesy.
College Counseling practices and office operations.

ABILITY TO:

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Coordinate, supervise and use automated systems to maintain records, collect data, and generate reports.
Assist in equity-related research and evaluation.
Train, supervise or provide work direction and assess student workers.
Read, understand, interpret and apply technical information.
Operate a variety of office equipment including a computer terminal.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Plan and organize work.
Develop and maintain budget.
Learn District and state regulations, policies and procedures.
Maintain records.
Meet schedules and timelines.
Work independently with little direction.
Operate a vehicle, observing legal and defensive driving practices.
Work confidentially with discretion.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

Education and experience equivalent to a Bachelor's degree and two years directly related work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Student Services Coordinators, Instructional Aides and student workers.

CONTACTS:
Coworkers, other department personnel, faculty, staff, students, staff at other colleges, community members, and vendors.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications in person, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone. Intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

CLASS TITLE: COUNSELING OPERATIONS SUPERVISOR

BASIC FUNCTION:
Under the direction of the Dean of Counseling & Student Development coordinate and oversee the Counseling department and day-to-day functions including supervision of all regular staff and student workers. Oversee full-time and associate counselor schedules including balance of appointments and drop-in sessions. In coordination with the Department Chair and Dean, assist with budget management. Serve as the technical liaison for SARS, PeopleSoft, Cynosure, and DegreeWorks.

REPRESENTATIVE DUTIES:

1. Serve daily as coordinator for all Counseling department operations for all District sites. (E)

2. Develop, design and implement procedures, forms and materials required for counseling; write technical procedures and maintain an operations manual for the Counseling department. (E)

3. Select, train and supervise staff including the work of Student Services Specialists, secretaries, clerks and student workers; develop and assign work schedules; review and approve timecards according to established procedures. Determine needs for staffing and schedule staff for office coverage and activities at Oceanside and San Elijo campuses. Assist staff with front office duties when needed. (E)

4. Oversee and manage Counselor schedules including input of information into SARS, set appropriate appointment and drop-in schedules to meet student need, maintain regular reports on appointment usage and attendance, and ensure SARS codes are maintained, accurate, and properly mapped to MIS data elements. (E)

5. Work with Counselors and Student Services Specialists to coordinate and evaluate the orientation and data collection of new students to the college.

6. Work with Dean and Department Chair to manage and monitor budget; initiate purchase and personnel requisitions; plan staffing and other expenditures according to budget parameters. (E)

7. Apply, interpret, explain and enforce matriculation policies, procedures, related information and requirements to students and the public. Work in collaboration with the Student Success and Support Coordinator to resolve issues related to student matriculation status. (E).

8. Provide specialized reports for staff, faculty and others; provide data and reports to the research office; provide explanatory information where needed; maintain confidentiality of student records. (E).

9. Represent the Counseling department on various committees and at relevant meetings.

10. Collaborate with both Student Services and Instructional offices to deliver optimal counseling services to students.

(E) = Essential job function **12/11/14**

11. Work with the Transfer Center, EOPS, DSPS, Veterans, and IIP Offices to ensure consistency in office practices.

12. Work with Academic Information Services, Admissions and Records, and other relevant departments to maintain online systems such as PeopleSoft, Cynosure modules, DegreeWorks, and Online Counseling as well as other programs designed to augment Counseling services.

13. Work with Department Chair in the development and submission of program review and other relevant plans including Student Equity and the Student Success and Support Program. (E)

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Computer applications.
Principles and practices of supervision and training.
Automated recordkeeping techniques.
College course prerequisites and matriculation policies.
Math and statistical computations.
Appropriate safety precautions and procedures.
Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
College Counseling practices and office operations.

ABILITY TO:

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Train, supervise or provide work direction and assess student workers.
Coordinate, supervise and use automated systems to maintain records, collect data, and generate reports.
Assist in counseling-related research and evaluation.
Read, understand, interpret and apply technical information.
Operate a variety of office equipment including a computer terminal.
Read, interpret, apply and explain rules, regulations, policies and procedures related to counseling operations.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Plan and organize work.
Develop and maintain budget.
Learn District and state regulations, policies and procedures.
Meet schedules and timelines.
Work independently with little direction.

Maintain records.
Operate a vehicle, observing legal and defensive driving practices.
Work confidentially with discretion.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to a Bachelor's degree and two years directly related work experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Secretary II, Secretary I, Secretary Clerk III, Secretary Clerk I, Student Services Specialists, and student workers.

CONTACTS:
Coworkers, other department personnel, faculty, staff, students, staff at other colleges, community members, parents, and vendors.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications in person, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone. Intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

Subject:	Attachment:
Ratify Contracts and Approve Purchase Orders December 1 to December 31, 2014	Contract and Purchase Order List
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

BACKGROUND

Board Policy 6330 requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 *et seq.* ($84,100), 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, Business and 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, Business and 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 Account Act (CUPCCAA) with a current bid limit of $175,000 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 the contracts and purchase-order transactions as listed on the attached summary report, in accordance with Board Policy 6330.

Contract and Purchase Order Ratification List
December 1 to 31, 2014

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 - $175,000			
PO #	**Vendor**	**Description**	**Amount**
32700	Communication Wiring Specialists Inc.	Fiber installation project – OCN campus (AIS)	33,457.00
32701	Vector Resources Inc.	Cabling project – OCN campus (AIS)	29,686.00
32741	Hoffman Engineering & Pipeline	Fire main work – Bldg 3400 (Fac)	9,806.00
32744	Bingham Construction	Office remodel – Room 4518, 4519,4520 (Fac)	35,624.00
32752	Earth Forms Inc.	Tree installation and landscaping – Bldg 1000 (Fac)	13,181.00
32772	Hoffman Engineering & Pipeline	Emergency repairs of storm drain – Bldg 3500 (Fac)	7,500.00
32775	Tim Botsford Construction	Building 3000 remodel (Fac)	37,450.00

In accordance with BP/AP 6330, 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 – $84,100			
PO #	**Vendor**	**Description**	**Amount**
32682	Parron Hall Office Interiors	Furniture, Financial Aid – Bldg 3000 (Fac)	46,060.43
32729	C D W Government Inc.	Veeam Availability Enterprise software (AIS)	46,429.20
*32733	*Dell Marketing L P	*Desktop computers (quantity 40); Rm 3517 remodel (AIS)	*39,979.09
32751	Alliance Engineering of California Inc.	DSA modular project inspection – Las Palmas (Fac)	32,000.00
32761	ePlus Inc.	Tegile expansion shelves and maintenance plan (AIS)	69,659.92
32762	Trace3	Cisco network equipment (AIS)	67,408.20

**32733–Program review process approved and funded the creation of a Math Computer Lab in Room 3517 that can be used as a computer lab and as a lecture classroom.*

accordance with BP/AP 6330, the following transactions were procured using various methods of award. This may include icitation 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**
*32704	*Dell Marketing L P*	*Latitude tablets/laptops (quantity 10) (AIS)	*12,482.40
32725	B W Research Partnership Inc.	Additional work for AB86 Grant (Comm Ed)	10,000.00
32774	The Augustine Co.	Selux pole lighting fixtures – SEC (Fac)	14,745.00

**32704–Additional computers needed to support the new Technology Institute Program at the Carlsbad facility.*

In accordance with BP/AP 6330, 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**
32648	Cox Business Services	Cox cable services – CSBD (AIS)	7,500.00
32660	Toshiba Business Solutions	Replacement copier (SBDC)	5,425.92
32677	Leepfrog Technologies Inc.	CourseLeaf software renewal/support (AIS)	6,900.00
32736	Virco Mfg Corp	Classroom chairs (BAS)	7,243.46
32738	Division of the State Architect	DSA inspection fees – Bldg 600, 700 (Fac)	6,332.12
32749	EnergyCAP Inc.	Cenergistic program software/annual license (Fac)	6,650.00
32757	Physician Sales & Service	Nursing supplies, Spring 2015 (Nurs)	6,551.58
32760	Shaw HR Consulting	Consulting services – ADA interactive process (HR)	5,000.00
32771	ThyssenKrupp Elevator Corp	Elevator inspection and testing services (Fac)	5,120.00

Total Contract Expenditures: $562,191.32

Ratify Purchase Orders 32645 through 32797.

Subject:	Attachment:
Approve 2015/16 Faculty Sabbatical Leave Applications	Sabbatical Abstracts
Category:	Type of Board Consideration:
Consent Items	Information ✔ Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As established in board policy, the Sabbatical Leave Committee, the Academic Senate, and the superintendent/president evaluate and recommend sabbatical leaves to the Board of Trustees.

STATUS

The following page reflects the faculty members that have submitted an application for sabbatical leave, and their abstracts.

RECOMMENDATION

Approve faculty sabbatical leave applications, as submitted.

Name	Department	Term	ABSTRACT
Elizabeth Clarke	Noncredit ESL	Spring 2016	Implementation of online education in noncredit English as a second language.
Marti Essman	Nursing and Allied Health	Fall 2015	Literature review of healthcare areas for changes in diagnosis, treatment modalities, and standards of care.
Matt Falker	Music	Fall 2015	Deliver music performances and clinics; complete commissioned arrangements; and travel to professional conferences.
Pierre Goueth	Chemistry	Fall 2015	Write study guides, supplemental materials, and lab manual for Chemistry 104.
Jeffrey Ihara	Biology	Fall 2015	Reading, assimilating, and producing videos on our current understanding of the phylogeny of flowering plants and other taxa.
Arlie Langager	Music	Spring 2016	Enroll in post-secondary level vocal studies to gather current pedagogies and contemporary strategies for musical practice and identify methods to incorporate into the MUS 144/244 curriculum.
Leola McClure	Communication Studies	Fall 2015	Research and learn tools to create Communication 101, public speaking in a hybrid format.
Louisa Moon	Philosophy and Religious Studies	Spring 2016	Construct a textbook for Philosophy 102: Contemporary Moral Problems, centered on the consistent application of ethical theories and principals to concrete situations.
Karen Smith	Horticulture and Hospitality	Fall 2015	Research hospitality properties to determine new technologies and procedure plans for a new event management certificate. Visit other colleges to review HOSP course offerings and certificates/degrees.
Jim Sullivan	Letters	Fall 2015/ Spring 2016*	Develop a multidisciplinary, web-based timeline of U.S. culture, art, and history.
Julie Vignato	Nursing and Allied Health	Fall 2015	Complete Ph.D. dissertation: Perinatal Post Traumatic Stress Disorder (PPTSD).
Mark Yeager	Chemistry	Spring 2016	Develop guided inquiry activities using PhET simulations for chemistry and physical science courses.

* 50-percent compensation

Subject:	Attachment:
Adopt Resolutions Authorizing Designated Agents	1. Resolution No. 5–14/15 – Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education 2. Resolution No. 6–14/15 – Authorizing Agents to Sign Payroll Payment Orders 3. Resolution No. 7–14/15 – Authorizing Agents to Sign School Orders (Commercial Warrants)
Category: Consent Items	**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

Pursuant to various sections of the Education Code, it is necessary that a governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the district. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting corrected resolutions to the County Office of Education (COE).

STATUS

These resolutions are routine items adopted annually to maintain a current register of persons authorized to act on behalf of the District. The resolutions are designed so that midyear changes can be made, and the presented resolutions reflect the hiring of Superintendent/President Sunita V. Cooke.

RECOMMENDATION

1. Adopt Resolution #5–14/15 designating Sunita V. Cooke, to act as authorized agent to receive mail from the Accounting/Payroll Section at the County Office of Education; and Charlie Ng, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis, Carol L. Simonds or the person designated by the Oceanside Unified School District and/or Carlsbad Unified School District to pick up payroll warrants, to act as authorized agents to receive mail from the Accounting/Payroll Section at the County Office of Education.

2. Adopt Resolution #6–14/15 designating Sunita V. Cooke or Charlie Ng to act as authorized agents to sign payroll payment orders.

3. Adopt Resolution #7–14/15 designating Sunita V. Cooke or Charlie Ng to act as authorized agent to sign school orders (commercial warrants).

MiraCosta Community College District
Amended Resolution No. 5-14/15
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 _____, seconded by member _____

effective **January 2, 2015** through **June 30, 2015**.

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, PhD.**.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are: **Charlie Ng, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis, Carol L. Simonds or person designated by OUSC.**

		mail	hold	consortium	
3.	Check one	☐	☐	X	Monthly payroll warrants each and every month.
	Check one	☐	☐	X	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 _____ by the following vote:
(date)

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, **Sunita V. Cooke, PhD.**, 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):

Sheri Wright

Sandra Muryasz

Carolyn Sneary

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

Kathy Lewis

Carol L Simonds

MiraCosta Community College District
Amended Resolution No. 6-14/15

PAYMENT ORDER RESOLUTION

MiraCosta Community College School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective **January 2, 2015** through **June 30, 2015**.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Sunita V. Cooke, Ph.D. or Charlie Ng.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (merit system districts only), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

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 _____ by the following vote:
(date)

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, **Sunita V. Cooke, Ph.D.**, 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) Gov Code Sec. 5501

_____ _____

MiraCosta Community College District
Amended Resolution No. 7-14/15

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS)

MiraCosta Community College School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective January 2, 2015 through June 30, 2015.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Sunita V. Cooke, Ph.D. or Charlie Ng be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

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 _____ by the following vote:
(date)

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Ph.D., 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)

_____ _____

Subject:	Attachment:
Approve FY16 Nonresident Tuition Fee	California Community Colleges 2015/16 Nonresident Fees Worksheet
Category:	**Type of Board Consideration:**
Action Items	Information Consent Action ✔
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cook, Ph.D. Superintendent/President

BACKGROUND

The California Education Code provides for nonresident tuition fee income to support education and education-support costs for nonresident students. California Education Code §76140 requires each district governing board establish the nonresident tuition fee not later than February 1 for the succeeding year. That section further requires that the student fee must be computed and charged based on one of seven amounts, which are listed below. The range to consider for MiraCosta for FY16 is between $200 and $380. The current FY15 fee is $193.

1. The statewide average expense of education per FTES ($200).
2. The district's average cost per the attached worksheet ($263).
3. The district's average cost with ten percent or more noncredit FTES (n/a for MiraCosta).
4. Contiguous district (a district may adopt a fee within the range of statewide average and the district's average cost if there is a contiguous district with a fee within this range); since MiraCosta's average cost is higher than the fee that any contiguous district would charge, the range is $200 to $263.
5. No more than the district's average cost; no less than statewide average cost ($200 to $263).
6. Highest years statewide average tuition ($200).
7. No more than twelve comparable state's average tuition ($380).

California Education Code §76141 authorizes community college districts to also charge a capital outlay fee for nonresident students. In addition, California Education Code §76142 authorizes community college districts to charge nonresident applicants who are both citizens and residents of a foreign county a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government, or (2) $100, which may be deducted from the tuition fee at the time of enrollment. MiraCosta currently does not charge either of those fees.

STATUS

The current nonresident tuition and other fees for the FY15 fiscal year are as follows:

- MiraCosta CCD — $193
- Palomar CCD — $200 plus $5 capital outlay fee per unit
- San Diego CCD — $193 plus $100 international processing fee

Contiguous districts are expected to recommend adoption of the following rates for FY16; however, these rates may change as a result of the Chancellor's Office untimely amendment to the statewide average previously reported.

- Palomar CCD — $200 plus $5 capital outlay fee per unit
- San Diego CCD — Rates unknown at this time
- South Orange County CCD — Rates unknown at this time

RECOMMENDATION

Approve a FY16 nonresident tuition fee of $200 per credit hour for nonresident students with no capital outlay charge or processing fee for international students, effective fall 2015.

STATE OF CALIFORNIA BRICE W. HARRIS, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET, 4TH FLOOR
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

Memorandum

December 11, 2014

Fiscal Services Memo 14-09
Via E-mail Only

TO: Chief Business Officers
Chief Instructional Officers

FROM: Mario Rodriguez, Assistant Vice Chancellor
College Finance and Facilities Planning

SUBJECT: 2015-16 Nonresident Fees need to be established by February 1, 2015

SYNOPSIS: Education Code (EC) Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year.

Nonresident Tuition Fee. For determining your district's 2015-16 nonresident tuition fee, the 2013-14 statewide average expense of education was **$5,734** per full time equivalent student (FTES). The projected increase in the United States Consumer Price Index (USCPI) as determined by the Department of Finance is 2.2% for the 2014-15 fiscal year and 2.2% for 2015-16, for a compound factor of 1.044 against the 2013-14 statewide average expense of education ($5,734) yields an Average cost of **$5,986** per FTES for the tuition year, or **$200** per semester unit for a 30 unit semester term academic year. For districts on the quarter system, the 45 unit quarter term academic year results in **$133** per quarter term unit.

Nonresident Tuition Fee Options. EC 76140(e) enumerates seven options for a district to choose in setting its nonresident tuition fee. These options are reflected in the enclosed worksheet as the "basis for adoption." Options 1-3 are generally well understood, but for Option 4 ("*No more than contiguous district*") and Option 5 ("*No more than district, no less than statewide cost*"), please keep in mind the following specifics:

Option 4 '*No more than contiguous district*'. A review of the legislative history when this option was adopted confirms that this amount **must be *within*** the:

- **Fee** (not *cost*) adopted by a contiguous district (***Maximum*** *amount for Option #4*);

  AND

- **Cost** of the lesser of (1) your district's average **cost** *OR* (2) the statewide average cost (***Minimum*** *amount for Option #4*).

Option 5 '*No more than district, no less than statewide cost*'. The ***maximum amount*** for this option is the district average cost, and the ***minimum amount*** for this option is the statewide average cost. Only an amount between these maximum and minimum amounts is allowed under this option.

Option 6 '*Highest Years Statewide Average Tuition*'. *(EC 76140(e)(1)(B))*. Use the greater of the succeeding year, the current year or any of the four prior year's statewide average nonresident tuition fee calculation, which is $200 per semester unit or $133 per quarter unit from 2013-2014.

Option 7 '*No more than 12 Comparable States Average Tuition*'. *(EC 76140(e)(1)(E))*. No greater than the 2013-14 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be $380 per semester unit or $253 per quarter unit.

Nonresident Capital Outlay Fee. Pursuant to EC Section 76141 a district may also charge to any nonresident student a capital outlay fee. The amount of the nonresident capital outlay fee has to be the lesser of:

- the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year; OR
- 50% of the 2014-15 nonresident tuition fee adopted pursuant to EC 76140.

Processing Fee for Students from Foreign Countries. Pursuant to EC 76142 a district may charge each nonresident applicant a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government OR (2) $100, which may be deducted from the tuition fee at the time of enrollment.

Exemptions to these fees. Various exemptions to these fees are provided in the law. Please click on the following web links to EC Sections 76140-76143 and a related legal opinion to learn more about these exemptions:

http://Ed Code Non-Res

http://AB540 and Non-Res Capital Outlay Fee

Tuition Fee Worksheet. A worksheet for computing the nonresident tuition and capital outlay fees is enclosed. The comparable information for all districts used to derive the statewide average expense of education per FTES for 2013-14 is also enclosed for your reference.

ACTION/DATE REQUESTED: Please complete and return by February 13, 2015 a copy of the enclosed worksheet and provide information on the 2015-16 nonresident tuition and capital outlay fees adopted by your district governing board by February 2015.

CONTACT: If you have any questions or comments regarding this memorandum, please contact Mike Yarber at (916) 327-6818; or myarber@cccco.edu. The office fax number is (916) 323-3057.

California Community Colleges

2015-16 Nonresident Fees Worksheet

Nonresident Tuition Fee Calculations for Options 1 through 7

2015-16 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2013-14 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	$6,692,314,329	$85,262,964	$
B. Annual Attendance FTES (Recal 2013-14)	1,167,090	11,305	
C. Average Expense of Education per FTES (A ÷ B)	$5,734	$ 7,544	$
D. U.S. Consumer Price Index Factor (2 years)	x 1.044	x 1.044	x 1.044
E. Average Cost per FTES for Tuition Year (C x D)	$5,986	$ 7,876	$
F. Average Per Unit Nonresident Cost – Semester (Qtr)	$200 ($133)	$ 263	$
G. Highest year Statewide average – Semester (Qtr)	$200 ($133)	$ 200	$
H. Comparable 12 state average – Semester (Qtr)	$380 ($253)	$ 380	$

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES *(Section 76140(e)(1)(A))*. If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

Nonresident Tuition Fee Calculations for Options 6 or 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2011-12 through 2015-16 is $200 per semester unit or $133 per quarter unit (2013-14).

Option 7. The average of the nonresident tuition fees of public community colleges in 2013-14 of no less than 12 states comparable to California in cost of living is $380 per semester unit or $253 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students *(EC 76140(e)(2)*. Districts meeting one or more criteria below shall be considered in compliance with the requirements of EC 76140(e)(2). Please check all that apply:

- ☐ Revenue from nonresident tuition was less than 5% of total general fund revenue.
- ☐ Actual resident FTES was greater than funded resident FTES.
- ☐ Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- ☐ Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3.

Continue to next page ▶

▶ *Continued from previous page*

The district governing board at its January 21, 2015 meeting adopted a nonresident tuition fee of $ _____ per semester unit or $ _____ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- [ ] 1. Statewide average cost, per column 1.
- [ ] 2. District average cost, per column 2.
- [ ] 3. District average cost with 10% or more noncredit FTES, per column 3.
- [ ] 4. Contiguous district. _____, (*Specify district and its fee*).
- [ ] 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
- [x] 6. Statewide average cost, from 2013-14 ($200 per semester unit; $133 per quarter unit).
- [ ] 7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a capital outlay fee to any nonresident student, please compute this fee as follows:

a. Capital Outlay expense for 2013-14 $_____

b. FTES for 2013-14 _____

c. Capital outlay expense per FTES (*line a divided by line b*) _____

d. Capital Outlay Fee per unit:

1. Per semester unit (*line c divided by 30 units*) _____

OR

2. Per quarter unit (*line c divided by 45 units*) _____

e. 2015-16 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2014-15 Nonresident Tuition Fee*) _____

The district governing board at its _____, 20____ meeting adopted a nonresident capital outlay fee of $ _____ per semester unit or $ _____ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2015, please submit a copy of this report by February 13, 2015 to:

California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057

District Mira Costa Community College District
Contact Person Charlie Ng, Vice President Business and Administrative Services
Phone Number & email 760-795-6820, ang@miracosta.edu

CALIFORNIA COMMUNITY COLLEGES
2015-16 Nonresident Tuition Fee
Based on 2013-14 Actual Expense of Education from CCFS-311
(AC 0100-6700, columns 1-3)

District Code	District	2013-14 Expense of Education*	2013-14 Total FTES**	2013-14 Expense Per FTES
610	Allan Hancock	51,161,535	9,603.39	5,327.45
620	Antelope Valley Joint	64,346,778	11,242.66	5,723.45
910	Barstow	13,326,788	2,661.76	5,006.76
110	Butte-Glenn	75,599,700	11,443.69	6,606.23
410	Cabrillo	65,617,148	10,343.20	6,343.99
810	Cerritos	89,068,440	17,239.76	5,166.45
480	Chabot-Las Positas	99,811,676	16,836.73	5,928.21
920	Chaffey	82,787,196	14,571.65	5,681.39
820	Citrus	60,611,371	11,875.04	5,104.10
830	Coast	180,857,358	34,257.36	5,279.37
710	Compton	30,572,123	6,145.64	4,974.60
310	Contra Costa	170,048,442	32,807.34	5,183.24
970	Copper Mountain	12,225,959	1,484.10	8,237.96
930	Desert	45,720,884	7,935.60	5,761.49
720	El Camino	109,097,165	19,409.26	5,620.88
120	Feather River	14,044,756	1,879.04	7,474.43
420	Foothill-DeAnza (quarter system)	186,138,316	32,032.06	5,811.00
440	Gavilan	32,087,893	5,270.14	6,088.62
730	Glendale	87,215,925	16,063.30	5,429.51
20	Grossmont-Cuyamaca	108,398,442	18,887.93	5,739.03
450	Hartnell	39,804,362	6,900.98	5,767.93
30	Imperial	40,237,424	6,671.10	6,031.60
520	Kern	106,328,099	19,315.75	5,504.74
220	Lake Tahoe (quarter system)	13,075,755	1,719.92	7,602.54
130	Lassen	12,284,048	1,578.32	7,782.99
840	Long Beach	102,195,466	20,222.04	5,053.67
740	Los Angeles	593,098,536	104,724.24	5,663.43
230	Los Rios	295,883,866	50,838.61	5,820.06
330	Marin	47,066,340	4,515.57	10,423.12
140	Mendocino-Lake	21,708,776	2,466.04	8,803.09
530	Merced	56,236,364	9,549.92	5,888.67
50	Mira Costa	85,282,904	11,304.60	7,544.09
460	Monterey Peninsula	39,921,352	6,690.84	5,966.57
850	Mt. San Antonio	150,820,709	30,494.44	4,945.84
940	Mt. San Jacinto	53,513,220	10,794.12	4,957.63
240	Napa Valley	34,480,004	5,524.77	6,240.98

District Code	District	2013-14 Expense of Education*	2013-14 Total FTES**	2013-14 Expense Per FTES
860	North Orange County	171,894,187	36,425.91	4,719.01
430	Ohlone	47,667,137	8,583.71	5,553.21
950	Palo Verde	12,080,604	1,419.86	8,508.31
60	Palomar	115,113,037	19,350.39	5,948.87
770	Pasadena	134,191,482	23,158.72	5,794.43
340	Peralta	126,955,628	20,000.31	6,347.68
870	Rancho Santiago	157,094,238	29,104.52	5,397.59
160	Redwoods	28,424,852	3,947.45	7,200.81
880	Rio Hondo	71,446,033	12,796.68	5,583.17
960	Riverside	153,492,895	26,992.34	5,686.54
980	San Bernardino	81,192,868	14,740.84	5,508.02
70	San Diego	227,438,638	42,577.44	5,341.76
360	San Francisco	185,243,533	27,936.76	6,630.82
550	San Joaquin Delta	87,442,447	15,626.92	5,595.63
470	San Jose-Evergreen	88,667,549	13,299.40	6,667.03
640	San Luis Obispo County	49,252,073	8,585.86	5,736.42
370	San Mateo County	129,983,973	19,163.95	6,782.73
650	Santa Barbara	96,804,451	16,055.43	6,029.39
660	Santa Clarita	75,258,228	15,792.96	4,765.30
780	Santa Monica	150,267,266	25,692.48	5,848.69
560	Sequoias	50,811,831	9,538.43	5,327.06
170	Shasta-Tehama-Trinity	41,618,945	6,571.88	6,332.88
270	Sierra Jt.	77,231,537	13,741.40	5,620.35
180	Siskiyou Jt.	16,858,060	2,451.65	6,876.21
280	Solano	50,647,404	8,285.42	6,112.83
260	Sonoma	111,155,195	20,086.78	5,533.75
890	South Orange County	150,197,185	26,398.27	5,689.66
90	Southwestern	86,805,114	15,229.99	5,699.62
570	State Center	153,063,414	26,620.95	5,749.74
680	Ventura	143,766,719	25,649.91	5,604.96
990	Victor Valley	49,933,092	9,656.65	5,170.85
580	West Hills	40,526,349	5,369.49	7,547.52
690	West Kern	22,502,662	2,613.45	8,610.33
490	West Valley	86,994,660	14,784.67	5,884.11
590	Yosemite	104,831,091	16,792.28	6,242.81
290	Yuba	44,784,832	6,746.26	6,638.47
	Totals	$6,692,314,329	1,167,099.32	$5,734

* "Expense of Education" is defined in the Budget and Accounting Manual as including all General Fund expenditures, restricted and unrestricted, for all objects of expenditure 1000 through 5000 and all expenditures of activity from 0100 through 6700. For the purposes of calculating the Nonresident Tuition Fee, Expense of Education is different than the 50% Law "[illegible] expense of education".

** Includes FTES for resident, nonresident, credit, noncredit and apportionment.

Subject:	Attachment:
Board Policy 2715 – Code of Ethics/Standards of Practice	BP 2715 – Code of Ethics/Standards of Practice
Category:	Type of Board Consideration:
Second Reading and Adoption – Board Policies	Information Consent ✔ Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board policies and administrative procedures receive periodic review. Revisions to board policies are presented to the Board of Trustees for review and approval.

STATUS

Board Policy 2715, Code of Ethics/Standards of Practice, was presented for annual review at the organizational meeting in December. An edit was made to the policy, which is now presented for adoption.

RECOMMENDATION

Adopt Board Policy 2715, Code of Ethics/Standards of Practice, as edited.

The members of the Board of Trustees of the MiraCosta Community College District pledge to perform their duties in accordance with their oath of office. They are committed to serving the educational needs of all residents of the MiraCosta Community College District, and to carrying out their duties and responsibilities in accordance with the highest standards of ethical behavior. Ethical behavior is fundamentally defined as behavior that distinguishes right from wrong as measured by the accepted rules of conduct for a society and/or a profession.

Board Policy 2715, Code of Ethics/Standards of Practice, together with Board Policy 3015, Institutional Code of Ethics, shall constitute the ethical standard for members of the board in both the conduct of policy and in their relationships with the administration, staff, students, and the district community. Board Policy 2715, Code of Ethics/Standards of Practice, shall be reviewed at least annually to insure that it remains a vital document, and each member of the board will read and sign the code annually.

Within this ethical context and the board's obligation to the college's primary mission, each member of the board will adhere to the standards of practice described below.

Accordingly, individual board members will take responsibility for:

A. Devoting **an appropriate amount of** time, thought, and study to their duties as community college board members so that they may render effective and creditable service.

B. Working with companion board members in a spirit of harmony and cooperation despite any differences of opinion that may arise during vigorous debate of issues.

C. Basing all decisions on all the available facts in each situation, voting with honest conviction in every case, unswayed by partisan bias, and upholding and abiding by the final majority decision of the board.

D. Remembering at all times that no member of the board has any legal authority outside the meetings of the board and that each member will conduct his or her relationships with college staff, students, the local citizenry, and the media on that basis.

E. Being aware that they are responsible to all residents in the MiraCosta Community College District and not solely to those who elected them, and exercising the authority delegated to them by the voters with as much care and concern for the least influential as for the most influential members of the community.

Adoption History: 12/8/09
Periodic Review: 11/15/11, 10/16/12, 3/19/13, 12/10/13, _____
References: Accrediting Commission for Community and Junior Colleges
Accreditation Standard IV.B.1.a, e, h
Brown Act, Government Code §§54859 et seq.
Board Policy 2710, Conflict of Interest
Board Policy 2815, Closed Sessions
Board Policy/Administrative Procedure 3050, Institutional Code of Ethics

F. Resisting every temptation and outside pressure to use their positions as community college board members to benefit either themselves or any other individual or agency apart from the total welfare of the MiraCosta Community College District.

G. Recognizing that it is as important for the board to review and understand the educational program of the college as it is to plan for the business of the college operation.

H. Bearing in mind under all circumstances that the board is legally responsible for the effective operation of the MiraCosta Community College District, that its primary function is to establish the policies by which the MiraCosta Community College District is to be administered, and that it shall hold the superintendent/president and his staff responsible for the administration of the educational program and the conduct of college business.

I. Welcoming and encouraging the active involvement of students, employees, and residents in the MiraCosta Community College District with respect to establishing policy on current college operations and proposed future developments, and for considering their views in board deliberations and decisions.

J. Thoroughly understanding that all matters discussed or disclosed during a lawfully held closed session are confidential and that all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.

K. Availing themselves of opportunities to enhance their potential as board members through participation in leadership and planning retreats, educational conferences, workshops, and training sessions offered by local, state, and national organizations.

L. Being informed about the actions and positions of state and national community college trustee associations.

M. Striving to provide the most effective community college board service of which they are capable, and doing so in a spirit of teamwork and devotion that acknowledges public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

N. Prudently allocating district resources where they are most needed.

Violations of Board Policy 2715, Code of Ethics/Standards of Practice, by a board member may be cause for thorough and fair review by the board. The board president will first discuss the alleged violation with the member. If the violation cannot be resolved in this manner, the board will constitute an ad hoc ethics committee consisting of one member appointed by the board president and one by the board vice president, neither appointee to be the president or vice president. The committee will initiate a thorough, fact-finding process regarding the complaint, including an interview with the member in question, and report its findings and recommendations to the board. The board will then consider the committee's findings. If the board determines the member has not violated Board Policy 2715, Code of Ethics/Standards of Practice, that concludes the process. If the board determines a violation has occurred, the board may sanction the member in a manner it deems appropriate.

Subject:	Attachment:
Board Policy 7110 – Delegation of Authority – Human Resources	BP 7110 – Delegation of Authority – Human Resources
Category:	Type of Board Consideration:
First Reading – Board Policies	✔ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Community College League of California Policy and Procedure Service provides periodic updates to board policies. Revisions to board policies are presented to the Board of Trustees for review and approval.

STATUS

Under the advice of legal counsel, staff is recommending a revision to Board Policy 7110 to replace "confirmation" with "ratify", which would provide more legal clarity.

This revision does not change the board's delegation to the superintendent/president to authorize employment, designate job responsibilities, and perform other personnel actions.

RECOMMENDATION

Accept Board Policy 7110 for a first reading.

Draft

The Board of Trustees delegates authority to the superintendent/president to authorize employment, designate job responsibilities, and perform other personnel actions. All federal and state laws and regulations and board policies and administrative procedures shall be followed ~~and are subject to confirmation by the board~~. **The superintendent/ president's actions are subject to ratification by the board.**

See Administrative Procedure 7110.

Adoption History: 11/3/09, _____

References: Education Code §70902(d)

Subject:	Attachment:
Classified Employee Board Report	None
Category:	Type of Board Consideration:
College-Related Reports	✔ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

Classified Appreciation Breakfast: Classified staff is very thankful for being treated to breakfast on Friday, January 19, by administrators and a board member. Thank you!

Welcome New Employees: Classified senators are welcoming each new classified staff member individually. New employees meet their senate representatives and become better acquainted with the senate. Because of the conversion from temporary to permanent classified employees, there are several five- to ten-minute visits taking place.

Council Retreat: Classified Senate Council held its spring, half-day retreat on Thursday, January 15. Council appreciated Superintendent/President Sunny Cooke's attendance and having the opportunity to participate in discussion with her.

Classified Senate Council Meetings:

- Tuesday, January 20, 1 p.m., OC1202
- Tuesday, February 17, 1 p.m., OC1202

Subject:	Attachment:
Faculty Monthly Board Report	None
Category:	Type of Board Consideration:
College-Related Reports	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

Academic Senate Meetings

December 5, 2014 – Regular Meeting

- **Approvals**
  - **Administrative Procedure 3200–Accreditation:** Approved as presented. This defers process to the accreditation section of the integrated planning manual, which is being updated by the Institutional Effectiveness Committee.
  - **Codifying the Academic Senate 10+1:** Senate approved the 10 and all of the Plus One areas that are designated as rely primarily. This information has subsequently been incorporated into a revision of BP2510.
  - **Full-time Faculty Hiring Prioritizations.** The senate approved the recommendations that came from the Academic Affairs Committee. Subsequent to this meeting, the interim superintendent/president approved a cut-off of this list at the first fifteen replacement and growth positions. All told, there will be seventeen, new full-time faculty joining the district in 2015/16. Sincere thanks to Dr. Robertson for supporting the faculty in this regard.
  - **Sabbatical Leave Applications:** All twelve applications were approved as presented. Faculty are allowed up to fifteen, pending sufficient district revenue. The applications will go to the board in the spring with a recommendation from the superintendent/president.
  - **Student Equity Plan:** The plan was approved as presented with kudos to Dr. Wendy Stewart and the team that wrote this in short order.
  - **Equivalencies (closed session)**: The senate approved all five equivalency applications, as presented.

- **Ongoing Business**
  - **Structure of the Academic Senate.** The senate has been researching a representative structure, which culminated in a report on that work that was recently shared with all faculty. Currently, feedback is being gathered. The senate is hoping to finalize this structure by February 2015.

Subject:	Attachment:
Instructional Services Division Monthly Board Report	None
Category:	**Type of Board Consideration:**
College-Related Reports	✔ Information Consent Action
Recommended:	**Approved for Consideration:**
Mary K. Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

NOVEMBER–DECEMBER HIGHLIGHTS

Instructional Services (Mary Benard)

The Office of Instruction submitted MiraCosta College's application to offer a baccalaureate degree in biomanufacturing to the State Chancellor's office on December 19, 2014. The application development process came together quickly and was a true collegial effort of the faculty, staff, and administrators at the college. The proposed program builds on an exemplary biotechnology program already present at the college and is responsive to the growing need for baccalaureate-trained manufacturing and production technicians in North County. The baccalaureate program will provide a tremendous opportunity for the students at MiraCosta College and feeder high schools by preparing students for employment in the manufacturing sector of the biotechnology industry, which includes biotherapeutics, diagnostics, supplies and services, and industrial products. The degree will also prepare graduates for technical and quality assurance/control-related positions.

On December 8, 2014, MiraCosta convened a planning session to kick off the Oceanside Promise Program in North San Diego County. Leadership staff of Oceanside Unified School District, California State University San Marcus, and MiraCosta College convened to discuss the vision and goals of a regional initiative and elements of the program. The group identified two subgroups to begin working on data sharing and program development, and foundation support. Dr. Mary Benard will convene the data sharing and program-development group in early spring to begin discussions of program components and data needs. Cheryl Broom will convene the group who volunteers to discuss foundation support of students who participate in the program.

School of Arts and International Languages (Jonathan Fohrman)

MiraCosta's music ensembles held a variety of performances in December that demonstrated the outstanding standards being achieved in the program. These included the three-day Winter Jazz Concert series, featuring performances by Frequency Vocal Jazz, the Jazz Collective, and MOJO (MiraCosta Oceanside Jazz Orchestra under the direction of Professor Steve Torok). MOJO also performed at the Encinitas Holiday Parade. Applied jazz and commercial

music students performed in a special concert on December 9, which raised funds for student scholarships. The second half of the program featured the music of Professor Dan Siegel, who recently released his twentieth CD and who performed together with applied jazz students and the Jazz Collective. The MiraCosta College Symphony Orchestra, conducted by Professor Branden Muresan, was joined by the MiraCosta choirs, directed by Professor Arlie Langager, in performing a varied and entertaining program of holiday music.

The dance program presented *Shapes and Reflections 2014*. Professor Trisha Hanada-Rogers directed these four performances that featured choreography by various dance faculty and students, as well as acclaimed guest choreographer, Tim Stevenson. Stevenson has choreographed for such popular entertainers as Jennifer Lopez and Usher. This exciting recital showcased a range of student achievements in contemporary and classical forms, and demonstrated the breadth and depth of MiraCosta's dance program.

MiraCosta College holds a seat on the Oceanside Arts Commission, filled by Dean Jonathan Fohrman, who was recently elected as chair of the commission. In 2014, following petitions by Fohrman and other commissioners, the Oceanside City Council restored funding to the arts commission. In December, the Commission completed its first funding process, awarding grants for various arts initiatives to the Boys and Girls Club of Oceanside, the Lux Art Institute for an art program in Oceanside elementary schools, KOCT, the Oceanside Theatre Company, the Oceanside Film Festival, and the Oceanside Arts Walk. Once funding recommendations are confirmed by the city council, these developments are certain to enrich the vibrancy and availability of arts experiences in Oceanside.

The Theatre Program is preparing for its annual participation in the Kennedy Center American College Theatre Festival. This national event begins with regional festivals. MiraCosta participates in Region VIII, which includes colleges and universities from throughout Southern and Central California, Arizona, Southern Nevada, Utah, and Hawaii. In December, Professor Eric Bishop was nominated to serve as the vice chair of Region VIII. This nomination is a testament to Professor Bishop's leadership and expertise, not to mention MiraCosta's strong engagement in this major annual theatre education initiative. The nomination will soon be going to the national committee for confirmation.

San Elijo Campus (Dana Smith)

The first stepping-stone is under construction in a pathway for students interested in allied health careers. As part of a grant administered by Grossmont College, MiraCosta faculty member Teresa Guinon will develop curriculum in the upcoming semester for a pre-transfer English course specifically designed for students with an interest in allied health. Writing skills have been identified as critical to success in health careers, so the underlying premise is that contextualized learning at the outset will engage, motivate, and sustain these students. In the first college, English class students will read and write about health and wellness issues; the subject matter will significantly enhance the learning outcomes by virtue of tapping into students' intrinsic interest in these topics. Professor Guinon's curriculum will ultimately be shared with other community college instructors. Students for this class will be recruited from Oceanside High School's Health Academy, as well as CTE open-house events and nursing information sessions at MiraCosta College. Students will also receive specialized support from Counseling and Career Services to guide education plans and career goals. This initiative is part of the larger Linked Learning Pathways Grant funded by the CSU Chancellor's Office.

Community Learning Center (Nikki Schaper)

On November 20, the Community Learning Center, in partnership with the Associated Student Government (ASG) and the MiraCosta College Foundation, sponsored a field trip to the Museum of Tolerance. Forty-seven students attended and enjoyed the day of learning and community building. In a post-event survey, 100 percent of students agreed the trip supported the students' educational and personal success, helped the students to learn more about tolerance and diversity, and enhanced the students' lives and gave them valuable perspectives on conducting themselves as more responsible students, community members, and citizens. A special thank you to Eli Clarke, noncredit ESL faculty, and Angela Senigalia, Adult High School faculty, for spearheading the field-trip efforts.

Career Studies and Services (Al Taccone, Donna Davis)

Over 200 students participated in an internship or cooperative work experience at local and regional companies during the fall semester. In addition to gaining valuable experience and developing a professional network, participating students earned from one to four units of transferable credit. Student interns apply theoretical concepts to professional situations under the guidance and instruction of a faculty member from the discipline to which the internship or co-op is most closely related. Among the twenty-six disciplines in which students earned credit were accounting, chemistry, communication studies, dance, film, hospitality, nutrition, and psychology. Students, faculty, and employers offered perspectives on the internship experience.

Art student Gretchen Koch was recently selected for a paid internship position as a photographer at Hobie Cat Company in Oceanside. Gretchen writes: "I got the position at Hobie Cat Company! I am glad that MiraCosta offers a Career Service Center and helps with internships. I see the benefits and this is why I will continue to support MiraCosta. Thanks again."

Associate Professor of Horticulture Carolyn Kinnon said of her experience teaching internship studies: "I've had such great experiences working with students in internships and always recommend to students this avenue to experience... If you're looking for students to profile as successes with internship and co-ops...Megan Boone is an exceptional example. She has completely 'renovated' the succulent nursery business she is working for. Her employers are obviously very happy to have her and give her a lot of responsibility. In addition she's starting up her own business...I could go on."

Finally, Scott Sarem, CEO of Carlsbad's Everyday Energy, talked to President Obama about working with MiraCosta interns. Everyday Energy's designer, Heather Newman, said: "We will welcome any students who are interested. Our company was pleased with the outcome and would like to continue the [internship] program. My boss also told the President about it; he liked it too–not kidding, President Obama! We are a part of his Green Initiative!"

Sociology (Nikki Schaper, Geneva Sanchez)

On December 5 MiraCosta College and the Sociology Department held the inaugural Racial Justice Consortium. The event commemorated MiraCosta's first Chicano studies course and provided a venue for students from the Chicano studies course, taught by Geneva Sanchez, and race and ethnic relations course, taught by Leyenda Jacobson, to present research projects. The presentations included:

From Race and Ethnic Relations SOC 207:

- "A Web of Racism: Politics, Law, Disenfranchisement and Parenting" by Matthew Holmes
- "The Historic Legacy of Economic Inequality" by Jorge Piché
- "Christian Privilege" by Naweed Tahmas
- "Interracial Relationships and Interracial Parenting" by Amani Mack
- "The Truth about the Black Panther Party" by Richard Katz

From Chicano Studies SOC 230 (inaugural class):

- "Valuing Bilingualism" by Carolina Chavez
- "The Contributions of Chicanas and Chicana Feminists within the Chicano Movement and Community" by Elizabeth O'Loughlin
- "Chicano Empowerment through Education" by Luis Arguelles
- "Low-Income Neighborhoods' Effect on Outdoor Recreation" by Alfredo Hernandez
- "The Effects of Skin Phenotypes and Racial Microaggressions on Educational Attainment for Mexican-Americans" by Jaime Lazcano

The highly successful event also included open-mic poetry readings by sociology and Umoja students. A second consortium is slated for the end of fall 2015.

Honors Scholar Program (Dana Smith, Christopher Sleeper)

Twenty-seven Honors students submitted conference proposals to present at the fifteenth annual HTCC Honors Research Conference at UC Irvine on March 28. This year, there were over 450 submissions from twenty-eight California community colleges applying for the coveted opportunities to present at the largest community college research conference in the United States. MiraCosta Honors students will find out in mid-January how many proposals were accepted. All of the students worked through many drafts with faculty mentors in order to submit the best possible proposal. Lynne Miller, Tony Burman, Thao Ha, John Turbeville, Zika Perovic, Bob Turner, and Pamela Perry deserve special recognition for spending hours with the students in and out of class developing these excellent projects and the students' research proposals. The art of writing conference research proposals is an important transfer skill and the students will use the lessons learned in the future to present at other research conferences. Previous generations of Honors students who have participated in these conferences indicate continued use of these valuable lessons in proposal writing to fund research initiatives in undergraduate and graduate programs. These students used a portion of winter break to also complete proposals for the Bay Area Consortium Honors Conference, which will be held at Stanford University in May.

Math Learning Center (Carlos Lopez, Scott Fallstrom)

It is an exciting time for the Math Learning Center (MLC) as the hiring for the ten new permanent positions has taken place and training for the new staff members is underway. The last few weeks have been extremely busy for the MLC director preparing for the training and implementation of policies and procedures for the permanent employees, and planning and scheduling for the upcoming term. The new staff members will have a significant voice in helping to shape the direction of the MLC in the coming months and years. The MLC prepared to fully open and assist students on the first day of classes. Based on the data from last term, it was suspected that a large number of students would be using the MLC on the first day of the new semester.

In addition to helping math students, the MLC offered review sessions for elementary and intermediate algebra students during FLEX week and the first week of the semester. The goal

was to assist students in recalling things that may have been forgotten or simply need to be refreshed. All signs point to another busy and successful term!

Small Business Development Center (SBDC) (Nikki Schaper, Sudershan Shaunak)

Staying Connected with Federal and State Legislators

The SBDC regularly meets with elected officials or their staff to share challenges and opportunities faced by small businesses. During November and December, Lynn Pittman of the SBDC met with staff members from the offices of Congressmen Duncan Hunter, Scott Peters, and Darrell Issa and with Congresswoman Susan Davis.

At the state level, Lynn met with staff members from the offices of Assembly Members Marie Waldron, Rocky Chavez, Toni Atkins, Brian Maienschein, and Shirley Weber and from State Senator Marty Block's office. In addition, Lynn Pittman and Sudershan Shaunak attended holiday parties given by State Senator Joel Anderson and Assembly Speaker Toni Atkins.

Subject:	Attachment:
Student Services Division Monthly Board Report	None
Category:	Type of Board Consideration:
College-Related Reports	✔ Information Consent Action
Recommended:	Approved for Consideration:
Richard J. Robertson, Ph.D. Vice President, Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

NOVEMBER–DECEMBER HIGHLIGHTS

Student Success and Student Equity

MiraCosta College officially submitted its 2014-2017 Student Equity Report to the Chancellor's Office at the end of December in advance of the January 1, 2015, due date. Student Equity activities that have already been implemented include increased outreach and coordination support to veterans and increased outreach to diverse high school students attending MiraCosta's district high schools.

MiraCosta will hire a coordinator for student eEquity and will add Student Success and Support Program responsibility to Lisa Menuck, MiraCosta's testing services coordinator. These additions, along with several other counseling-related staff additions, will underline a strong commitment to student success. These new hires will work in cooperation with Instruction colleagues to develop and assess new initiatives in support of students.

The college began a series of welcome days for new students this semester. The sessions are in addition to regular orientation and provide comprehensive study skills, counseling, and financial aid information. The goal is to help new students get off to an informed and successful start. Lisa Menuck, who coordinates both testing and student success programs, is leading this effort.

Admissions and Records

With the retirement of Registrar Alicia Terry, Jane Sparks is now the interim registrar for MiraCosta College. As of January 13, credit headcount enrollment is up just over four percent over last spring.

Campus Police

The college is considering having an external consultant handle all parking permit transactions. Students can order permits online, but must wait in long lines at the beginning of each semester to obtain those permits. An outside consultant would handle everything and mail

permits to students, which would require an increase in the parking fee from the current $35 per semester to $40 per semester. The board will be asked to consider this proposal in February.

Counseling

Dr. Wendy Stewart has returned to her role as dean of counseling and student development.

Financial Aid

During winter break, the Financial Aid Office was completely remodeled and expanded, using the vacated Veterans Information Center in Building 3000.

Institute for International Perspectives (IIP)

New international students were oriented in early January. There are now over 225 international students enrolled.

Intramural and Intercollegiate Athletics

The men's basketball team record is 10–6, and the team is ranked number fifteen in Southern California. The college has agreed to rent sand volleyball courts from the city of Carlsbad, and competition will begin within the next month.

Retention Services

In December, over sixty tutor and peer-mentor staff and faculty gathered to reflect and build community at the semester-end training. The College Reading and Learning Association Program certified thirty-five new tutors at level-one certification. Forty new tutors were welcomed in early January for level-two certification training, which was conducted by seven faculty members from six different disciplines. Across all academic support interventions (drop-in, online, workshops, facilitated-learning sessions, one-on-one) during the fall semester, 13,921 contacts were made.

Service Learning

Director Carol Wilkinson left MiraCosta College to become a dean in the San Diego Community College District, and her assistant, Bea Palmer, is the interim service learning coordinator.

Student Activities and Student Government (ASG)

Jim Gonzales, coordinator of student activities, has returned from a leave of absence. Melanie Haynie has been hired as the new student center manager, replacing Nessa Julian, who left for an administrative position at City College of San Francisco.

Veteran Services

Services will be expanded to the college's military-affiliated students in the new T-100 Building this semester, including vet-to-vet tutoring, career services workshops, and peer-to-peer outreach.

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

DECEMBER HIGHLIGHTS

Purchasing and Material Management (Susan Asato, Director)

December is traditionally a very busy time for both Purchasing and Facilities, as the holiday break provides a window of opportunity to complete a wide variety of building and grounds refurbishments. On top of the rehabilitation projects, both departments are also working on getting the new Carlsbad site on Las Palmas up and running with respect to remodeling and procurement of new furniture, fixtures, and equipment. The Purchasing and Material Management Department has recently issued requests for proposals for everything from robots to milling machines in preparation for the new Community Services classes that will be offered at that location. Additionally, Purchasing staff members are engaged in efforts to implement a new compliance program in response to SB854, a legislative initiative that requires contractor prequalification and labor compliance reporting at the statewide level.

Fiscal Services

The Payroll Office is actively reviewing and reconciling employee-benefit selections because of the November open-enrollment period. This will ensure the proper deductions are made when payroll is processed at the end of the month.

A special thank-you goes to the entire Accounting Department, led by Dan Rafferty, for the outstanding work to ensure the accuracy and integrity in the reporting of the district's financial data. The team worked tirelessly to finalize the annual financial audit report being presented to the Board of Trustees.

Staff are preparing and collecting information for the FY16 budget development cycle. Staff are scheduled to attend the annual Association of California Community College Administrators and Association of Chief Business Officials budget workshop in Sacramento this month. This workshop brings together experts from the Chancellor's Office, the Department of Finance, and the Legislative Analyst's Office to review the Governor's budget proposal just days after its release.

Student Accounts (Jo Ferris, Director)

Enrollment for spring 2015 is in process. Staff continue to assist students who use third parties to pay fees– military, military spouses, scholarships, state rehabilitation, vocational rehabilitation, state 529 plans, and veterans, including GI Post-9/11.

The new CashNet cashiering software is now live. Students are utilizing the new payment plan and the option to pay via checking account online.

Human Resources (Sheri Wright, Director)

Human Resources focused in December on classified recruitments and posting as many of the seventeen full-time faculty positions as possible before the break. By the end of the month, there were seven remaining classified recruitments in various stages of the process.

Risk Management (Joe Mazza, Director)

The director coordinated the annual Child Development Center playground inspection based on the public playground safety handbook published by the U.S. Consumer Product Safety Commission and the American Society for Testing and Materials. Assistance was provided to the athletic director on the upcoming soccer camp program with liability-waiver forms and the required certificate of insurance for the rented space.

Facilities (Tom Macias, Director)

- Staff developed the remodel plan for expanding out financial aid in Building 3000. Construction commenced on December 19 and was completed on December 31, 2014.

- Kick-off meetings were initiated with Mosher Drew Architects to begin the planning process for the summer 2015 classroom modernization/gym renovation/art and music storage projects and the new space for kinesiology, dance, and the theater.

- Staff kicked off the planning meeting with HMC Architects to review the programming needs for Allied Health, as well as to review the district-wide space utilization to account for future hiring growth needs.

- Classroom 3517 (in Building 3500) on the Oceanside Campus was modernized to develop a template for one-fifth of the classroom modernizations that will be completed in summer 2015.

- The board approved the award of a contract with Prava Construction to begin the tenant improvements and construction on the Carlsbad Technology Institute Center. Construction began on December 22, 2014.

- The director participated on in the hiring committee for the director of finance position; participated in the quarterly Chancellor's Office CCC/IOU management team meeting; and completed the district's five-year scheduled maintenance plan and submitted it to the Chancellor's Office.

The following projects were completed over the holiday break:

Project Name	Campus
OCN B3200 – water leak repair	OCN
OCN Classroom B3500 – fiber run and data rack installed	OCN
OCN B4500 – duct cleaning	OCN
OCN B2000 – theater stage floor replacement	OCN
OCN B5100 – dance studio Marley floor Installation	OCN
OCN B2000 – theater portable Marley floor	OCN
OCN B2200 – drywall repair throughout building	OCN
SEC B100, 600, 800 – heat pump replacement	SEC
OCN T420 Allied Health – termite tenting	OCN
OCN B3400 Student Center – painting conference rooms and installation of new carpet	OCN
OCN B3200 – concrete replacement	OCN
OCN B8000 – gate replacement	OCN
OCN B4600, B4700, and T400 – tree removal	OCN
OCN B4000 – ramp rail replacement	OCN
OCN B3400 – pavilion new irrigation point of connection (POC) replacement	OCN
OCN B3100 – fire main repair	OCN
SEC B400 – concrete walkway repair	SEC
OCN B4500 – flood mitigation and repair	OCN

Subject:	Attachment:
Office of the President Monthly Board Report	None
Category:	Type of Board Consideration:
College-Related Reports	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

DECEMBER HIGHLIGHTS

Public Information Office (Cheryl Broom)

As of the writing of this report, the Public Information Office (PIO) is in full swing with an email and social media campaign promoting spring semester enrollment.

For the email campaign, PIO targeted the following groups (the number of students in each group is listed after the group name):

- Spring 2015 applicants who have not yet enrolled in classes. (3,270)
- Fall 2014 students who completed their classes but have not enrolled in a spring 2015 semester class, minus those who graduated. (3,592)
- Fall 2014 applicants who did not enroll in fall semester and have not yet applied for spring semester. (4,763)
- Summer 2014 students who completed at least one class in summer 2014 but did not take a class in fall 2014 and who have not applied for spring. (3,106)
- Spring 2014 students who completed at least one class in spring 2014, did not graduate, did not enroll in summer or fall 2014, and who have not applied for spring 2015. (4,561)

The total count of all lists is 19,292. As of January 9, 2015, 1,497 students either re-applied for admission or enrolled in classes.

Using Facebook ads, PIO also created a spring enrollment campaign running November 26, 2014, to January 26, 2015, for the amount of $2,500. The campaign will reach 528,270 Facebook users between the ages of 16 to 60 living in the Oceanside and Cardiff areas. Currently, the ad has been clicked on more than 6,315 times with an above-average click-through rate.

Office of Institutional Effectiveness (Robert Pacheco)

The Office of Institutional Effectiveness (OIE) handles the research, planning, and accreditation efforts at MiraCosta College. The Institutional Effectiveness Committee (IEC), chaired by the dean of institutional effectiveness, is a governance body that ensures academic quality by systematically reviewing, evaluating, and refining the district's governance organization and Integrated Planning Model. The IEC also coordinates the integration of the functions and processes for planning and decision-making.

December was an abbreviated work month due to the winter recess, but OIE staff worked on two projects during the first two weeks of the month: (1) designing the architecture for the next stage of the data warehouse pursuant to the strategic plan, and (2) producing the content for the self-evaluation report. Both of these projects are ongoing endeavors that will continue through the 2015/16 academic years. At its regularly scheduled meeting, the Institutional Effectiveness Committee approved a number of critical documents including: (1) the new college governance manual now circulated through the college councils for final approval, (2) the accreditation administrative procedures and timeline, and (3) the integrated planning manual.

During December, the accrediting commission notified the dean of institutional effectiveness that the MiraCosta College site visit would now take place in fall 2016 rather than spring 2016; the move better aligns visits for multi-college districts.

Development and Foundation Office (Linda Fogerson)

Year-end giving in support of the college's highest-priority needs increased by more than sixty-seven percent this year. A wide variety of academic and student support programs benefited from donors' generosity, as well as the Campaign for Opportunity Scholarships. Income during this time period totaled just over $152,000. This dramatic increase in giving is the result of careful planning and the dedicated work of the advancement team (including the wonderful talents of the communications department), resulting in a series of targeted publications and a very effective year-end appeal.

The President's Circle hosted "A Silver and Gold Holiday Celebration" in partnership with the Music Department. About eighty community friends and donors enjoyed a performance by the incomparable MOJO and Jazz Collective and a reception in Studio A. During the reception, student Charity Singleton told the group about the obstacles she has had to overcome in pursuit of higher education.

Many of you are familiar with the MiraCosta College Foundation donor wall that sits just outside of the John MacDonald Board Room. The cost of that donor wall was underwritten by the very generous Kenneth and Marie Berttossi. The Bertossi's moved out of this immediate area and despite several attempts to keep them engaged, we heard little from the couple over the past few years. But we did not stop reaching out to them. In December, Mr. Bertossi called to express his appreciation for the excellently produced *Transforming Lives* magazine, as well for the personal communications that kept him and his wife apprised of the installation of the donor wall. He also let us know that he would be making a donation of $16,500 as a part of the Campaign for Opportunity Scholarships to create the Kenneth and Marie Bertossi Endowed Nursing Scholarship!