MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
3 P.M. – WEDNESDAY – SEPTEMBER 9, 2015
JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting of August 5, 2015
B. Regular Meeting of August 5, 2015
C. Special Meeting/Workshop of August 26, 2015
D. Special Meeting/Closed Session of August 26, 2015
E. Regular Meeting/Workshop of August 26, 2015

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

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Consent items are considered routine and customary district business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.
ITEMS NOT ON THE AGENDA: Members of the audience may address the Board of Trustees on any topic not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff (superintendent/president) or other resources for information, request staff (superintendent/president) to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff (superintendent/president) to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. Introduction of 2015/16 Student Ambassadors
B. San Diego County Treasurer–Tax Collector Update
C. Student Equity – Statement of Diversity
D. GEAR UP Program Update

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions
B. Approve Minimum Qualifications Comparable Degree Title Request
C. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions
D. Approve Reclassification of Existing Classified Positions
E. Ratify Contracts and Approve Purchase Orders – July 29 through August 26, 2015
F. Approve MiraCosta Community College District Official for Coastal North County Adult Education Consortium
G. Approve Memorandum of Understanding with Pacific View Charter School for a Dual-Enrollment Program
H. Approve 2016–2017 Academic Calendar
I. Ratify Memoranda of Understanding with MiraCosta College Academic Associate Faculty CCA/CTA/NEA
J. Approve Additional 2015/16 Legal Service
K. Approve Architectural Design Services Contract Amendment #04 for Architects Mosher Drew
L. Approve Change Order #1 – Summer 2015 Classroom Upgrades Project
M. Approve Change Order #2 – T110 Modular Renovation Project
N. Approve Notice of Completion – T110 Modular Renovation Project
O. Approve Sublease Contract with the U.S. Department of Agriculture for Rental of Office Space at Technology Career Institute
P. Approve Release Time for Classified Staff Recognition

VIII. ACTION ITEMS

A. Approve Architectural Facilities Master Planning Services Contract Amendment #01 for Steinberg Architects
B. Public Hearing: 3:30 p.m. – FY2016 Final Budget
C. Adopt FY2016 Final Budget
D. Approve 2015 Substantive Change Proposal for the Baccalaureate Program in Biomanufacturing
E. Adopt Resolution No. 3–15/16 – Excuse Board Member Absence
F. Rescind Old Board Policies
   1. Board Policy IV.E.1–Soliciting, Selling or Collecting
   2. Board Policy IV.E.2–Political Activity
   3. Board Policy IV.E.4–Non-district Employment
   4. Board Policy VI.B.1–Curriculum Development
   5. Board Policy VI.B.2–Criteria and Standards for Graded Classes

IX. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 1200 – District Mission

X. FIRST READING – BOARD POLICIES

A. Board Policy 2510 – Collegial Governance and Participation in Local Decision Making
B. Board Policy 3430 – Prohibition of Harassment
C. Board Policy 5130 – Financial Aid

XI. INFORMATION

A. Fourth Quarter Fiscal Report

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. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIV. ADJOURNMENT

UPCOMING MEETING

October 21, 2015
1 p.m. – Special Meeting – Required Board Training – Room 1054
3 p.m. – Regular Meeting – John MacDonald Board Room
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 may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's Web site at http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Evelyn Crogan, Executive Assistant to the Superintendent/President, at 760.795.6610 or by e-mail at ecrogan@miracosta.edu.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF SPECIAL MEETING/CLOSED SESSION **AUGUST 5, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Wednesday, August 5, 2015, in Room 1054, Building 1000, Oceanside Campus. President Jeanne Shannon called the meeting to order at 1:35 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat (absent)
Rick Cassar	Jeanne Shannon
William Fischer (absent)	Jacqueline Simon
George McNeil	

Superintendent/President Sunita V. Cooke

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. DECLARE NEED FOR CLOSED SESSION

At 1:35 p.m., the board declared a need for closed session to discuss the following:

A. Conference with Labor Negotiators (Pursuant to Government Code §54957.6)
Agency designated representatives: Charlie Ng Employee organizations: Associate Faculty

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

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

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

At 2:50 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators (Pursuant to Government Code §54957.6)
Agency designated representatives: Charlie Ng Employee organizations: Associate Faculty
Discussion. No action taken. Direction given to staff.

B. Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)
Discussion. No action taken. Direction given to staff.

C. Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)
Discussion. No action taken. Direction given to staff.

VI. ADJOURNMENT

The special meeting adjourned at 2:50 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 REGULAR MEETING **AUGUST 5, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, August 5, 2015, in the John MacDonald Board Room on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 3 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

III. APPROVE MEETING MINUTES

A. Special Meeting/Workshop of July 15, 2015
B. Regular Meeting of July 15, 2015

By motion of Trustee McNeil, seconded by Trustee Broad, the minutes of the special meeting/workshop of July 15, 2015, and the regular Meeting of July 15, 2015, were approved.

Vote:	5/2
Aye:	Broad, Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Student Trustee:	Aye

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Athletics Update – Introduction of Sand Volleyball Team

Athletic Director Pat Conahan introduced members of this year's sand volleyball team and Kristen and Doug Wright, coaches of the women's volleyball teams. He noted the

all-freshman team entered the first-ever competition this year and won the conference sand volleyball championship.

B. Legislation Update

Director of Public and Governmental Relations, Marketing and Communications Cheryl Broom recapped several federal and state issues of interest to community colleges.

C. Accreditation Update: Standard IA, B, C – Mission, Academic Quality and Institutional Effectiveness, and Integrity

As part of the preparations for the fall 2016 accreditation site visit, the board will receive updates on the specific expectations of the accrediting commission and related accreditation standards. Dean Bob Pacheco reviewed Standard IA, B, and C, relating to the mission, academic quality and institutional effectiveness, and integrity of the college.

VII. CONSENT ITEMS

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

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

C. Approve Classification of New Position – Student Support Evaluator

D. Approve Correction to Minimum Qualification Comparable Degree Title Requests

E. Ratify Contracts and Approve Purchase Orders – July 1 through 28, 2015

F. Approve Change Order #1 – T110 Modular Renovation Project

G. Approve Notice of Completion for RFQ/RFP#16-15 Art/Music Chiller Project

H. Ratify Budget Transfers for the Period Ending June 30, 2015

I. Approve 2015/16 Legal Services

J. Approve Load Factor for Athletic Courses

K. Approve GEAR UP Memorandum of Understanding between MiraCosta College and Oceanside Unified School District

L. Approve 2015/16 Men's and Women's Intercollegiate Athletics Schedules

Item VII.L was pulled for discussion.

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

Vote:	5/2
Aye:	Broad, Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Student Trustee:	Aye

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

Vote:	5/2
Aye:	Broad, Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Student Trustee:	Aye

VIII. ACTION ITEMS

A. Approve Naming of New Allied Health Building as Theresia M. Heyden Hall

By motion of Trustee Cassar, seconded by Trustee McNeil, the board approved the naming the future allied health building as Theresia M. Heyden Hall.

Vote:	5/2
Aye:	Broad, Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Student Trustee:	Aye

B. Approve Waiver of Nonresident Tuition for Concurrently Enrolled High School Students Qualified under SB150 Provisions

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the waiver of nonresident tuition for concurrently enrolled high school students qualified under the SB150 provisions.

Vote:	5/2
Aye:	Broad, Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Student Trustee:	Aye

C. Adopt Resolution No. 2–15/16 – Excuse Board Member Absence

By motion of Trustee McNeil, seconded by Trustee Simon, Resolution No. 2–15/16 was adopted.

Vote:	4/2/1
Aye:	Cassar, McNeil, Shannon, Simon
Absent:	Fischer, Merchat
Abstain:	Broad
Student Trustee:	Aye

D. Rescind Old Board Policies

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

1.	BP II.C	Classification of Organizations Entitled to District Support
2.	BP VI.H	Termination of Employment
3.	BP VIII.F.1	Admissions and Records/Veterans Services
4.	BP VIII.F.2	University Transfer Center
5.	BP VIII.F.3	Athletics
6.	BP VIII.F.4	CalWORKs/EOPS
7.	BP VIII.F.5	Campus Police and Safety Department
8.	BP VIII.F.6	Counseling
9.	BP VIII.F.7	Student Programs and Services
10.	BP VIII.F.8	Financial Aid
11.	BP VIII.F.9	Health Services
12.	BP VIII.F.12	Retention Services
13.	BP VIII.F.14	Student Activities/Student Government
14.	BP VIII.G.1.b	Building Security
15.	BP VIII.G.1.c	District Police and Safety Department
16.	BP VIII.G.1.d	Firearms and Other Weapons on Campus
17.	BP VIII.G.1.f	Bomb Threats
18.	BP VIII.G.1.g	Fire Emergencies
19.	BP VIII.G.1.h	Calling Paramedics

20. BP VIII.G.1.j Transportation of Injured or Ill Persons for Medical Care
21. BP VIII.G.1.k Campus Police Procedures Manual

Vote: 5/2
Aye: Broad, Cassar, McNeil, Shannon, Simon
Absent: Fischer, Merchat
Student Trustee: Aye

IX. INFORMATION

A. MiraCosta Community College District Irrevocable Trust Investment Board Report

The latest irrevocable trust investment committee report was presented for information.

B. Quarterly Report of Investments

The quarterly report of investments, including both district funds within the County Pooled Investments and proprietary and fiduciary funds held by the district, was presented for information.

X. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Cassar attended a recent presentation by Dr. Mary Benard, Dr. Wendy Stewart, and Dr. Alketa Wojcik. He and Trustee Merchat will be serving on the facilities master plan committee.

B. Students

Student Trustee Naweed Tahmas noted international peer leader training will take place during this week. ASG is working to create a meal card for students and a textbook program tied to GPA achievement.

C. Classified Employees

A written report was included in the agenda.

D. Faculty

A written report was included in the agenda. Mike Fino noted the Academic Senate will meet soon to establish and plan goals for the coming year.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Trustee McNeil noted a number of students in the RN cohort are already working in the medical field.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson noted approval of the GEAR UP grant for the fifth year. He reported a number of student training events would be held in the coming weeks.

3. Business and Administrative Services

A written report was included in the agenda.

4. Office of the President

A written report was included in the agenda.

5. Superintendent/President

Dr. Cooke noted classroom renovations and the new faculty offices are on schedule for completion by the beginning of the semester.

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XII. ADJOURNMENT

The regular meeting adjourned at 4:42 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 SPECIAL MEETING/WORKSHOP **AUGUST 26, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/workshop on Wednesday, August 26, 2015, in Aztlan A/B in the Student Center on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 9:02 a.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. WORKSHOP

A. Board Visioning and District Identity

Dr. Cindra Smith facilitated a board visioning and district identity workshop, which had planned outcomes that would:

- Identify Board of Trustees concepts for values, vision, and identity in order to inform a college-wide development process.
- Assess what MiraCosta College currently has, and define capacities to build on and convert to proposed outcomes.

In developing ground rules for the workshop, the participants identified the following as behaviors that would result in a positive and productive experience:

- all are empowered to speak
- listening to each other

- clarifying ideas
- seeking coherence
- seeking buy-in
- respecting and civility
- honoring differences and disagreements
- having fun

Looking Back: What Has Been the Best at MCC?
Great experiences at MiraCosta College led to identifying the concepts for values and vision, helping to respond to the question, "What do we need to do to continue creating those great experiences?" Participants shared:

- Graduations; seeing the students who succeeded and are achieving their goals.
- Students' stories; knowing that the college is making a difference and changing people's lives.
- Student excellence in academics and performances.
- Truly valuing diversity; ensuring students from diverse backgrounds have role models.
- Contributing to the community through students' successes; cultural productions.
- Caring environment; MCC is like a well-functioning family,
- Sharing a common purpose; being willing to help each other toward that purpose.
- Commitment of employees to the college; willing to go above and beyond for students and the institution.
- Opportunities that exist at the college to do what your mind and heart call you to do.
- Interest and involvement in implementing Achieving the Dream.
- Freedom to focus on more than FTES.
- Inclusiveness and openness to all.

What is the Context for Our Future?
Vice President Mary Benard and Kim Coutts, Office of Institutional Effectiveness, discussed demographic trends for the next five to twenty years in terms of population and workforce needs, providing prioritization of programs and services.

Concepts for MiraCosta College Values: How Do We Want to Behave?
Through a process of identifying values, and then discussing which values are most important, the following concepts were identified as key:

- Inclusiveness; being open to all, open access, involving all people, commitment to diversity.
- Commitment to excellence and making a difference.
- Accountability and responsibility; continuous improvement; working hard; strategic thinking, evidence-based decision making.
- Collaboration and communication; working together, sharing ideas, commitment to the institution.
- Caring; supportive and nurturing, equity, and social justice.
- Ethical, trustworthy, fair, respectful, transparent.
- Innovation, creativity.
- Sustainability (environmental, fiscal, quality, organizational strength).
- Balanced; being well-rounded.

Concepts for the MiraCosta College Vision: What Is Our Image for the Future?
Discussion of key concepts for a vision statement included:

- Short and succinct statements are best.
- Each and every student will be successful; they will all achieve their goals.
- Opportunities are provided to all; students will be well prepared.
- The college is a catalyst for a high quality of life that will enrich the community.
- Working together, MiraCosta College provides opportunities to all.
- MiraCosta College dedicates itself to excellence, creativity, and a nurturing environment.

MiraCosta College Identity Concepts: What Do We Want to Be Known For?
Participants noted that the mission (purpose) of the college is essentially similar to all other colleges. Answering the question, "What do we want to be known for?" continues to refine MiraCosta College's specific mission. Responses to that question included:

- Using district resources to ensure all students are successful; supporting the underprepared and bringing them to success, ensuring those who are well prepared have ample and high-quality opportunities to excel.
- Providing career-and-technical education and cultural programs that benefit local communities, while noting different areas in the district have very different needs.
- Being known for creativity, innovation, flexibility, responsiveness, integrity, excellence, and continuous improvement.
- Capitalizing on the freedom of not needing to rely on FTES funding.

Further exploration of this topic may occur in order to explore more specifically and/or to prioritize the level of commitment to various programs of the college (e.g., adult education, athletics, special populations, STEM, arts, student support, international education, baccalaureate, and emerging initiatives).

Next Steps
Effectively defining and sharing a vision and values requires a collaborative, inclusive process. The results from the Board of Trustees workshop will be used to inform and "seed" a college-wide discussion for development of vision and values statements. The board will be informed and appropriately involved as the college moves forward.

VI. ADJOURNMENT

The regular meeting adjourned at 2 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 SPECIAL MEETING/CLOSED SESSION **AUGUST 26, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Wednesday, August 5, 2015, in Room 1054, Building 1000, Oceanside Campus. President Jeanne Shannon called the meeting to order at 2:30 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	

Superintendent/President Sunita V. Cooke

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. DECLARE NEED FOR CLOSED SESSION

At 2:30 p.m., the board declared a need for closed session to discuss the following:

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

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

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

At 2:50 p.m., the board returned to open session to report the following:

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

By unanimous vote, the board terminated without cause the contract of employee #1012 and approved the terms of a severance agreement.

Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon

B. Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)
Discussion. No action taken.

VI. ADJOURNMENT

The special meeting adjourned at 2:50 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 REGULAR MEETING/WORKSHOP **AUGUST 26, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting/workshop on Wednesday, August 26, 2015, in the John MacDonald Board Room on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 3:07 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. WORKSHOP

A. Accreditation Update on Standard III.D, Financial Resources

Vice President Charlie Ng provided an overview of Accreditation Standard III.D, Financial Resources. He noted the district has determined it meets the three standards for financial resources planning; six of the seven standards for financial responsibility and stability, with further research and attention to increase the effectiveness in assessing the use of financial resources and using the results as the basis for improvement; the five standards regarding liabilities; and the one standard for contractual agreements.

B. Fiscal Year 2016 Final Budget Workshop

Vice President Charlie Ng noted that the draft final budget being presented should not be considered final, as there will be an augmentation with funds not yet allocated by the state. The district will be receiving one-time funding of mandated repayment backlogs. Compliance with the fifty-percent law is at 50.30 percent.

VI. INFORMATION

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

Vice President Mary Benard, Dean Carlos Lopez, and Professor Mike Fino provided an informative session on the accreditation requirement for a substantive change, an explanation of the planned coursework for the biomanufacturing baccalaureate degree, and the institutional support being planned for the program.

Trustee Simon left the meeting at 4:03 p.m.

VII. FIRST READING – BOARD POLICIES

A. Board Policy 1200 – Mission Statement

The policy was accepted for a first reading and will be included on the next agenda for adoption.

VIII. ACTION ITEM

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

By motion of Trustee McNeil, seconded by Trustee Merchat, the classified personnel actions were approved.

Vote:	6/1
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Shannon
Absent:	Simon
Student Trustee:	Aye

IX. ADJOURNMENT

The regular meeting adjourned at 5:06 p.m.

MINUTES APPROVAL:

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

Subject: **Introduction of 2015/16 Student Ambassadors**	**Attachment:** **None**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
Recommended: **Richard Robertson, Ph.D.** **Vice President, Student Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Initiated as a pilot project during the fall 1990 semester, the student ambassadors have become a permanent and integral part of the college's outreach team. This diverse group of student leaders serve as members of the School Relations and Diversity Outreach staff. Through the student ambassadors, the college has a presence in the high schools, takes the college message to students in middle and elementary schools, and effectively targets students from ethnically diverse backgrounds.

STATUS

Student ambassadors are interviewed, hired, and trained during the summer months in preparation for their work, which begins each fall semester, to represent MiraCosta College in local schools, at college night events, and at community fairs. Outreach Coordinator Jonathan Gomez will introduce the twenty-two student ambassadors.

RECOMMENDATION

For information only.

Subject:	Attachment:
San Diego County Treasurer–Tax Collector Update	None
Category:	**Type of Board Consideration:**
Information	✓ Information Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

San Diego County Treasurer–Tax Collector Dan McAllister will discuss the following:

- Property tax collection
- Money managed for the MiraCosta Community College District
- San Diego's current economic outlook

RECOMMENDATION

For information only.

Subject:	Attachment:
Student Equity – Statement of Diversity	Draft Diversity, Equity, and Inclusion Statement
Category:	**Type of Board Consideration:**
Presentations	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Richard Robertson, Ph.D. Vice President, Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In spring 2015, a subgroup of the Student Equity Committee began work to create a campus-wide diversity, equity, and inclusion statement.

STATUS

Dean Wendy Stewart will present the draft statement to the board for initial input before the document is routed to campus stakeholder groups for input and approval. She will inform board members about current activities in support of equity and diversity.

RECOMMENDATION

For information only.

MIRACOSTA COLLEGE
DIVERSITY, EQUITY, AND INCLUSION STATEMENT

DRAFT

MiraCosta College is committed to providing an authentic environment where difference is valued, respected, encouraged, and honored; where all faculty, staff, and students experience a sense of belonging, the freedom to express themselves, and where those experiences are recognized and valued.

MiraCosta College strives to be a model for equity and inclusion. The college is committed to providing opportunities for engagement both across the campus and within the communities the college serves. The college seeks to remove barriers to learning, participation, and success, with a focus on eliminating policies and practices that disproportionately affect certain groups.

Anchored in a culture of evidence, MiraCosta promotes increased awareness and appreciation of individual, collective, and intersecting identities within our diverse society and acknowledges that students learn in different and unique ways. *WS 8-26-15*

	What does this mean to us?	What are we doing/will we do?	What are the outcomes?
Diversity	The campus community as a whole is reflective of our community Difference is valued and encouraged	Treating everyone with respect Encouraging diverse perspectives Advocating for an environment where difference is celebrated and intolerance is not tolerated	Diverse voices are heard and valued Creating opportunities for students, faculty, and staff to be aware of and share multiple perspectives Raising the level of awareness and understanding of our diverse society and wider world
Inclusion	Sense of belonging; valued; connected membership; acknowledgement that everyone is part of community fostering and supporting diversity People feel free to express themselves	Honoring membership Being intentional in including everyone Providing opportunities for engagement and participation in decision-making Bringing relevance to the WAY we serve OUR communities	Evidence of diverse participation in and outside of the classroom Diverse expression is visible and valued
Equity	People start at different points and have different needs to be successful Discrimination is acknowledged and discussed	Eliminating discrimination and/or disproportionate impact Removing/addressing barriers Providing relevant support to address the needs of the community Providing the right tools for all our students to be successful Creating an environment where the impact of discrimination internally and externally in any form is discussed and known	Students have an equal opportunity to succeed Academic success is proportionate across groups MiraCosta's student population is reflective of the communities that we serve

Subject:	Attachment:
GEAR UP Program Update	None
Category:	**Type of Board Consideration:**
Presentations	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Richard Robertson, Ph.D. Vice President, Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The GEAR UP grant is entering year five of seven. Director Julie Johnson has worked with staff to analyze data about student and parent achievement.

STATUS

Ms. Johnson will review GEAR UP accomplishments from the onset of the grant in 2011 through 2015. Additionally, she will share recent successes, a short video of GEAR UP for College Summer 2015, and information about innovative program plans for this academic year. She will also share information about student and parent contacts through the GEAR UP Program.

RECOMMENDATION

For information only.

GEAR UP Partnership

Building Social Capital

Report to the MiraCosta College Board of Trustees

September 9, 2015

GEAR UP is

Gaining Early Awareness and Readiness for Undergraduate Programs

MiraCosta College was awarded a GEAR UP grant in 2011, and has partnered with Oceanside Unified School District to serve the students of the 2017 and 2018 graduating classes from Oceanside High School and El Camino High School.

MiraCosta College | Oceanside Unified School District | GEAR UP

GEAR UP Partnership 2011-2018 Grant Objectives

Goal 1: Increase academic performance and preparation for postsecondary education.

Goal 2: Increase high school graduation and participation in postsecondary education.

Goal 3: Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

GEAR UP

GEAR UP works with two cohorts of students, beginning in middle school, then follows them into high school and through their first year of college.

2011-2012

Cesar Chavez & Jefferson Middle Schools

Cohort 1: All 7th Graders - 622 students

Cohort 2: All 6th Graders - 595 students

2012-2013

Cesar Chavez & Jefferson Middle Schools

Cohort 1: All 8th Graders - 703 students

Cohort 2: All 7th Graders - 616 students

2013-2014

El Camino & Oceanside High Schools

Cohort 1: All 9th Graders - 1466 students

Cesar Chavez & Jefferson Middle Schools

Cohort 2: All 8th Graders - 611 students

2014-2015

El Camino & Oceanside High Schools

Cohort 1: All 10th Graders - 1426 students

Cohort 2: All 9th Graders - 1369 students

2015-2016

Cohort 1:

All 11th Grade Students

El Camino High School	752
Oceanside High School	544

Cohort 2:

All 10th Grade Students

El Camino High School	727
Oceanside High School	529

Total Students: 2552

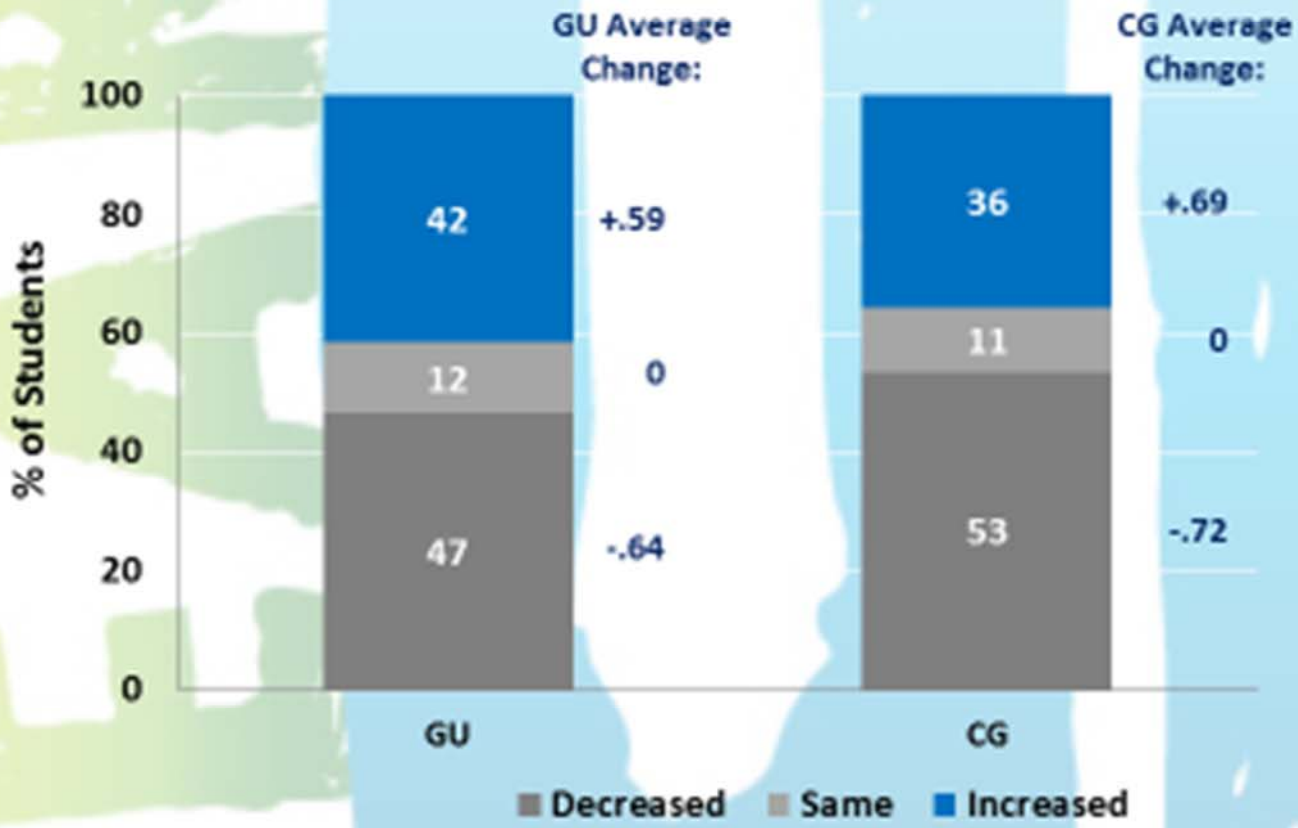
GEAR UP Achievements

2011-2015

STUDENTS

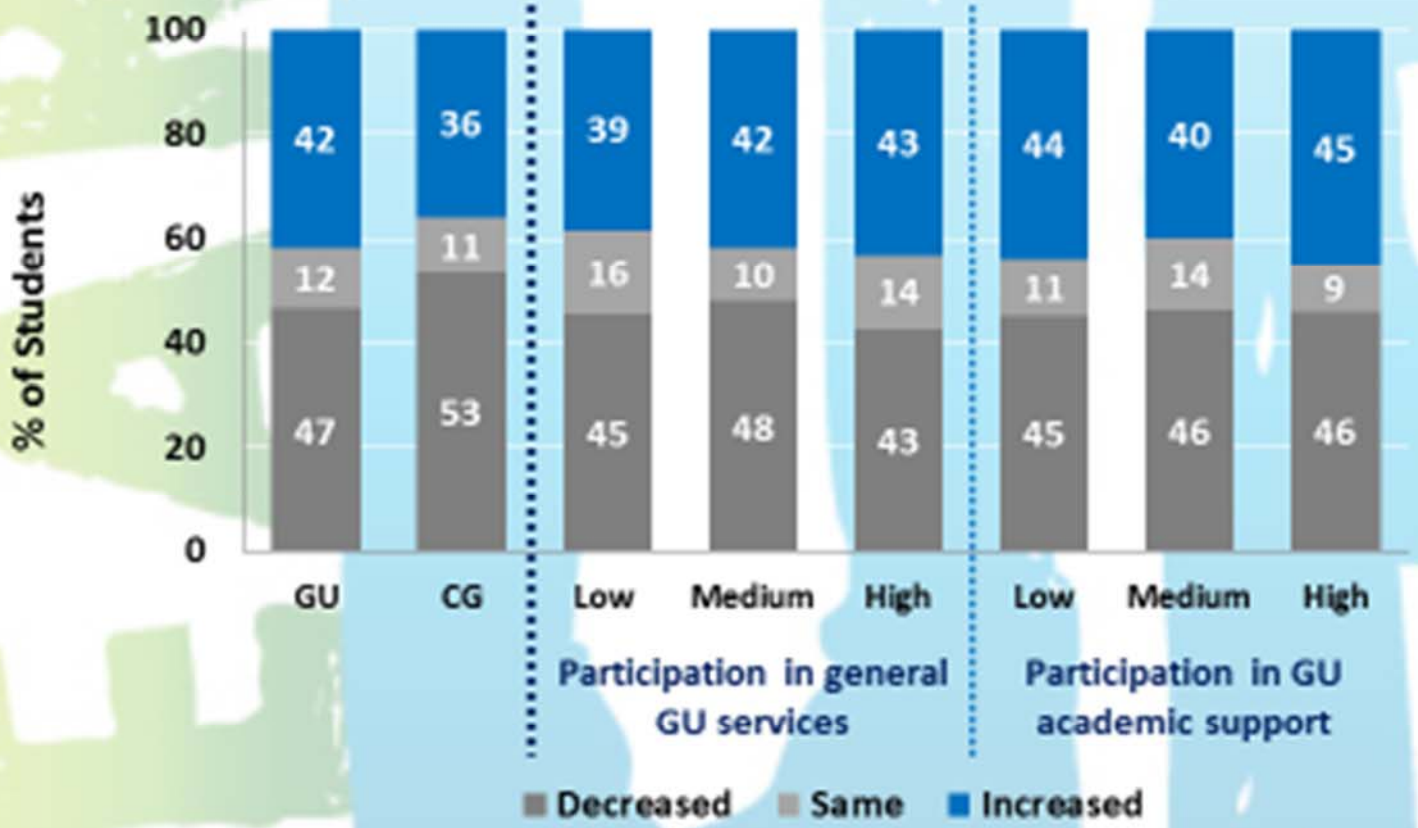
- 438,219 hours of academic support provided
- 67,967 hours of academic mentoring/advising
- 22 universities and colleges visited
- 1,018 students visited at least one or more universities or colleges
- 1,728 students attended workshops on college readiness
- 1,091 students have attended Summer Enrichment Programs

Change in GPA from 9th Grade Semester 1 to 10th Grade Semester 2 for GEAR UP and Comparison Group students



Summary: GEAR UP students were more likely to show an increase in GPA from their first semester of high school through the end of tenth grade when compared with students in the 9th and 10th grades prior to GEAR UP. Additionally, even among students who showed a decrease, the rate of decrease among GEAR UP students was lower than that of comparison group students, suggesting that GEAR UP students are benefitting from efforts to target lower performing students.

Change in GPA from 9th Grade Semester 1 to 10th Grade Semester 2 for GEAR UP and Comparison Group students, by GU service participation



Summary: GEAR UP students were significantly more likely to show an increase in GPA between their first semester of high school and their last semester of tenth grade than were students in the comparison group, and significantly less likely to decline ($p < .01$). Change in GPA was examined in more depth based on level of participation in general GEAR UP services (e.g., counseling, mentoring, workshops, field trips, family events), and on level of participation in academic support services, such as tutoring. (Academic support services were examined separately because participation is often based on academic need, and not equally available to the full cohort.) Higher participation in general services was associated with increased GPA. In academic support services, both low and high participation was associated with increased GPA.

GEAR UP Achievements

2011-2015

PARENTS

- 3,792 parents have been contacted through GEAR UP outreach services
- 196 parents have visited colleges with their GEAR UP students
- 285 parents have attended workshops on college readiness
- 3,549 parents have received academic or college advising regarding their students

College Visits: 2011-2015

- California Lutheran University
- California Polytechnic State University
- CSU – San Marcos
- CSU-Channel Island
- CSU-Fullerton
- CSU-Long Beach
- CSU-Los Angeles
- CSU-Northridge
- CSU-San Luis Obispo
- Loyola Marymount University
- MiraCosta College*
- Palomar College
- Pepperdine University
- Point Loma Nazarene University
- San Diego State University
- UC Irvine
- UC Los Angeles
- UC Riverside
- UC San Diego
- UC Santa Barbara
- University of San Diego
- University of Southern California

* MiraCosta College

- Biannual MCC GEAR UP College Days
- Annual GEAR UP Parent/Student Conferences
- MCC Music Day
- Summer Enrichment Programs
  - College for Kids
  - GEAR UP for College: Summer 2015

2012-2015 GEAR UP
Summer Enrichment Programs

- 2012 and 2013 College Bound Summer Programs at Chavez and Jefferson
  - College and career readiness, time management, academic support
- **2012 and 2013 MiraCosta College for Kids and Youth Academy**
  - **Career awareness and hands-on experiences**
- 2013 and 2014 Point Loma Nazarene University
  - College residential program
- 2013 and 2014 Freshman Summer Institutes at ECHS & OHS
  - Transitional activities to prepare for high school
- **2015 GEAR UP for College: MiraCosta Community College**
  - **Communication 101 : 3 college units** MCC GEAR UP for College Video
- 2015 GEAR UP Credit Recovery Summer Programs at ECHS and OHS
  - Students earned credit, enhanced GPA, and/or UC eligibility
- 2015 GEAR UP Sponsored Student Leadership Programs at CSUSM, USD, UCLA, QLN
  - Intensive focus on leadership skills and networking techniques

Looking ahead…

2015-2016 Community College/UC/CSU/Private Colleges and University Visits

- Azusa Pacific University
- Cal Poly Pomona
- Cal Tech
- Chapman University
- Claremont McKenna College
- CSU Dominguez Hills
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles
- CSU San Bernardino
- CSUSM Alliance Visits
- Harvey Mudd College
- MiraCosta College
- Mount St. Mary's College
- Pitzer College
- Pomona College
- SOKA
- University of California Los Angeles
- University of California San Diego
- University of California Irvine
- University of Redlands
- University of San Diego

Innovative Services: Academic and Beyond

Ensuring our GEAR UP students' and parents' awareness of higher education opportunities and skills to be prepared and successful in postsecondary education

- Proposed GEAR UP for College: Summer 2016
  - Bridge college transfer classes
  - Dual enrollment Career Technical Education for postsecondary programs
- Front loading cohort tutorial support prior to placement assessment
- Community service experiences associated with future careers
- Dual enrollment for GEAR UP cohorts at OHS and ECHS
- Student leadership opportunities
  - Student Ambassador Program at ECHS and OHS
  - 2016 GEAR UP Student Leadership Conference, Washington, DC
- GEAR UP Parent Partnership Liaisons: Significant increase of parent involvement
  - College and university visits
  - Informational workshops for Student Success, Financial Literacy, College Knowledge
- Online Academic Support
  - College readiness test prep (AP, SAT, PSAT, ACT, CAHSEE)
  - Tutorials for high school A-G graduation subjects

MiraCosta College Gear Up Program Year 2 on Vimeo.mp4

Cami Video on Prof Dvlpt.mov

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

STATUS

1. Correction to initial salary placement due to the verification of additional work experience for Jeffrey Murico, Philosophy and Religious Studies Instructor, full-time, tenure-track, position 1373, from salary class 5, step 2 to salary class 5, step 4, $90,626 per year, effective August 14, 2015.

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

   Mary Beth Fincke – English as a Second Language
   Emily Meyers – English as a Second Language
   Jonathan Hershman – English as a Second Language
   Amanda Manger – Child Development

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

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

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

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

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

Nicholas Eliopoulos–Noncredit English	Kara Dobelis – Medical Administrative Professional
Kari Duffield – Art	Tasha Frankie – Computer Science
Alan Cole – Business	Victor Selchau – Chemistry
Anna Weirather – Medical Administrative Professional	Raymond Senes – Horticulture
Kevin O'Hara – Media Arts Technologies	Zhong Zheng – Physics
Nicole Nelson – Nursing	Christopher Toomey – Counseling
Leslie Branson – Noncredit ESL	Tara Centybear – Art
Katherine Salazar – English	Otto Lai – Media Arts Technologies
Gillian Patton – Psychology	Jeffrey Kaiser – Music
Lisa Haavig – Physics	Brian Page – Biology
Alice Astarita – Italian	Luz Carrillo – Chemistry
Erica Eacott – Medical Administrative Professional	Roberto Falero – Oceanography
Pamela Smilo – Psychology	Donald Masse, Jr. – Art

RECOMMENDATION

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

Subject:	Attachment:
Approve Minimum Qualifications Comparable Degree Title Request	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

BACKGROUND

Administrative Procedure 7211.2, Minimum Qualification and Equivalencies, allows for the approval of comparable degree titles so individuals with similar degree titles are not required to individually go through the equivalency process to meet the minimum qualifications as listed in the minimum qualifications for faculty and administrators in California community colleges disciplines list adopted by the California Community Colleges Board of Governors.

STATUS

In accordance with AP 7211.2, the Academic Senate approved the Equivalency Committee recommendation to approve a comparable degree title as follows:

Discipline	Comparable Degree Title
Earth Science	Geological Sciences

RECOMMENDATION

Approve minimum qualification comparable degree title request as listed above.

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

STATUS

1. Resignation of the following regular classified employees:

   Pat Braegger, Nurse Associate – SEC, position 4064, effective December 30, 2015.

   Jason Kubrock, Instructional Associate – Horticulture, position 4065, effective August 25, 2015.

2. Employment of the following regular classified employees:

   Aisha Mijares, Instructional Aide – Academic Information Services, position 4997, salary range 9, step 1, $1,503.56 per month, 18 hours per week, 10 months per year, effective August 21, 2015.

   Jeffrey Schoneman, Writing Coach – Writing Center, position 3546, salary range 19, step 1, $2,047.01 per month, 18 hours per week, 10 months per year, effective September 3, 2015.

   Keri Corn, Interim ECE Instructional Specialist – Child Development Center, position 7195, salary range 19, step 1, $25.73 per hour, 30 hours per week, effective August 3, 2015 – May 27, 2016.

3. Permanent change of assignment for Anthony Leon Guerrero, Custodial Utility Worker, position 4267. Anthony has accepted the position of Building Maintenance Mechanic II – Facilities Dept., salary range 20, step 5, $5,710.25 per month, full-time, 12 months per year, effective August 13, 2015.

4. Temporary change of assignment for Angelena Boles, Program Aide – Testing Services, position 4141. Angelena will work in an interim assignment as a Secretary II – Financial Aid, position 0133, salary range 19, step 1, $4,548.92 per month, full-time, effective August 27 – December 31, 2015.

5. Temporary reclassification request for Mallory Fore, Secretary/Clerk II – Nursing and Allied Health Dept., position 3540, in accordance with Section H.1.6 of the Classified Senate Employees WCM. Mallory will work in an interim assignment as an Administrative Secretary – Nursing and Allied Health Dept., position 7230, salary range 23, step 1, $28.89 per hour, 18 hours per week, effective May 18 - December 31, 2015. Mallory will continue to work 22 hours per week in her regular position.

6. Request leave of absence without pay, in accordance with Administrative Procedure 7340, for Mary H. Gonzales, Instructional Aide – Noncredit ESL, position 5005, effective August 10 – October 17, 2015.

7. 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
Paige Babbitt	Campus Aide III	substitute	Nursing and Allied Health	$17/hr	7/22/15	9/30/15
Mike Kirby	Instructional Assistant II	short-term	Community Ed	$24.78/hr	7/26/15	12/31/15
Antonitte Roebuck	Secretary/Clerk II	substitute	Service Learning	$21.04/hr	7/28/15	12/31/15
Veronica Rodriguez	Campus Aide III	substitute	GEAR Up	$17/hr	8/3/15	12/31/15
Charity Singleton	Campus Aide II	substitute	Foundation/ Development	$13/hr	9/2/15	9/30/15
Jorge Villalobos	Writing Coach	substitute	Writing Center	$26.24/hr	9/3/15	12/30/15
Alex Meza	Apprentice II	short-term	Mathematics	$11/hr	9/10/15	12/31/15
Maria Aguilar	Campus Aide II	short-term	EOPS	$13/hr	9/10/15	12/31/15
Racquel Dudzinski	Instructional Associate	short-term	Chemistry	$31.22/hr	9/10/15	12/23/15
Timothy McCalister	Campus Aide I	short-term	Drama/Theatre	$9/hr	9/10/15	10/11/15
Grace Chittock	Campus Aide II	short-term	Drama/Theatre	$13/hr	9/10/15	10/11/15
Bonnie Durben	Production Asst, Properties Designer	short-term	Drama/Theatre	$9/hr	9/10/15	11/22/15
Roslyn Lehman	Production Asst, Costume Designer	short-term	Drama/Theatre	$15/hr	9/10/15	10/11/15
Zachary Elliott	Campus Aide I	short-term	Drama/Theatre	$9/hr	9/10/15	10/11/15
Charity Singleton	Campus Aide II	short-term	Foundation /Development	$13/hr	10/1/15	12/23/15
Cristal Mejicanos	Instructional Aide	substitute	Noncredit ESL	$19.28/hr	8/19/15	10/30/15
Jacob Curiel	Apprentice II	short-term	Biology	$11/hr	9/10/15	12/11/15
Koliniusi "Keli" Ross-Ma'u	Student Svcs Specialist	short-term	Student Equity	$27.82/hr	9/10/15	6/30/16

RECOMMENDATION

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

Subject:	Attachment:
Approve Reclassification of Existing Classified 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

1. The job description for the position of Vehicle and Equipment Mechanic (position 4163) has been evaluated by the Classification Review Committee. The changes were an increase in the work direction, lead and supervisory responsibility and visual effort.

2. The job description for the position of Graphic Artist (position 4057) has been evaluated by the Classification Review Committee. The changes were an increase in educational requirement, decision-making, autonomy in level of supervision received, lead/ supervisory responsibility and authority, and contacts purpose. There was a decrease in the level of visual effort.

3. The work being performed by the employee in position number 3566 (Library Technician I, Technical Services) has been evaluated by the Classification Review Committee. It has been determined that the appropriate classification is the existing job title of Library Technician II, Technical Services.

4. The work being performed by the employee in position number 3540 (Secretary Clerk II, Nursing) has been evaluated by the Classification Review Committee. It has been determined that the appropriate classification is the existing job title of Secretary I.

5. The job description for the position of Community Services Aide (position 3308) has been evaluated by the Classification Review Committee. The changes were an increase in the knowledge and skills and experience requirements, decision-making, autonomy in level of supervision received, supervisory responsibility, and purpose of contacts.

STATUS

1. The Classification Review Committee recommended to the superintendent/president an increase in the point assignments for two of 11 factors, which corresponds to a salary range change from 24 to 25, effective September 1, 2015. Classification Review

Committee also recommended a change in title to Lead Vehicle and Equipment Mechanic.

2. The Classification Review Committee recommended to the superintendent/president a change in the point assignments for eight of 11 factors, which corresponds to a salary range change from 16 to 27, effective September 1, 2015. Classification Review Committee also recommended a change in title to Graphic Designer/Photography Coordinator.

3. The Classification Review Committee recommended to the superintendent/president a change in classification from Library Technician I, Technical Services to Library Technician II, Technical Services. This corresponds to a salary range change from 17 to 24, effective September 1, 2015.

4. The Classification Review Committee recommended to the superintendent/president a change in classification from Secretary Clerk II, Nursing to Secretary I, Nursing. This corresponds to a salary range change from 12 to 17, effective October 1, 2015.

5. The Classification Review Committee recommended to the superintendent/president an change in the point assignments for six of 11 factors, which corresponds to a salary range change from eight to 18, effective October 1, 2015. Classification Review Committee also recommended a change in title to Community Education Assistant II.

RECOMMENDATION

Approve reclassification of positions 4163, 4057, 3566, 3540 and 3308, as detailed above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:
Under the direction of the Director of Facilities, plan and coordinate a wide variety of skilled diagnose, repair and maintenance of the District's fleet of all vehicles, devices and related equipment for transportation, grounds custodial, maintenance, horticulture and law enforcement. Train and provide work direction to the Transportation Assistant and student worker(s), when available. Provide recommendations for development, establishment and purchase of resources including off-site vendors, contracts, warranties, services, equipment, vehicles and repairs.

REPRESENTATIVE DUTIES:

1. Provide ongoing direction, training and guidance to Transportation Assistant; oversee preventative maintenance programs and inspections. Daily review online service requests for transportation function and assign work to be performed. (E)

2. Develop and implement a preventive maintenance program for District equipment and vehicles; inspect trucks, autos and other mechanical equipment; maintain records of work performed, parts used and time required for each piece of machinery and equipment. (E)

3. Perform safety checks and inspections daily on District trucks, passenger vehicles, police vehicle fleet, and other mechanical equipment; adjust, repair and replace parts as necessary; assure vehicles meet state and local standards for public transportation and safety compliance. Maintain smog certificates; repair and maintain emission control components on a regular basis. Submit smog certification compliant annual transmittals to Bureau of Automotive Repair. (E)

4. Monitor manufacturer's service bulletins and safety recalls; implement upgrades to vehicles and equipment as needed. (E)

5. Coordinate and schedule fuel deliveries for District vehicles and equipment, monitor and evaluate fuel used. Schedule and correct any compliance findings noted from maintenance and testing of fuel dispensing station as well as any Air Pollution Control District inspections; retain all inspection and maintenance records. (E)

6. Maintain shop area, equipment and tools in a safe, clean and orderly condition; purchase materials and spare parts as required.

7. Determine salvage status of retired vehicles and equipment; maintain vendor lists; submit budget items and inventory. Make recommendation on police vehicle and equipment retirement. Research all requested equipment/vehicles and indicate the best products and options. Estimate long-term maintenance and repair costs. Submit final recommendation on brand, model, specify options by code and review price quotes for comparison.

(E) = Essential job function **4/1/15**

8. Determine the need for outside assistance in major repairs involving district-owned vehicles and equipment; coordinate work by outside vendors (whether performed on or off site), seeking approval as necessary.

9. Instruct District personnel in proper use and general maintenance of vehicles and equipment as well as assist Director of Risk Management with cart and forklift training, as needed.

   Dispose of hazardous waste such as solvents, used oil filters, used oil and used antifreeze.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State motor vehicle safety codes
Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
Diagnostic procedures for vehicles and equipment.
Shop math applicable to vehicle maintenance.
Basic record-keeping techniques.
Health and safety regulations.
State motor vehicle and smog regulations.
Technical aspects of field of specialty.
Federal motor vehicle regulations
Federal and State hazardous waste laws and regulations.

ABILITY TO:
Diagnose and repair mechanical, electrical and computerized defects and faulty parts and components.
Operate equipment used in repairing or servicing of vehicles.
Operate a wide variety of equipment and machinery including arc and gas welders, computer diagnostic equipment, scopes, digital meters, tire changing and balancing machines, tractors, motor vehicles, electric carts, lawnmowers, edgers, blowers and power hand tools.
Read and use mechanical diagrams, repair manuals and parts catalogues.
Project and evaluate cost effectiveness of maintenance and repair work.
Maintain routine records. Perform simple data entry of vehicle maintenance records.
Plan and organize work.
Analyze situations accurately and take effective action.
Work independently with little direction.
Understand and follow oral and written directions.
Lift objects weighing up to 50 pounds.
Work cooperatively with others.
Observe legal and defensive driving practices.
Enforce safety and liability issues with unsafe vehicles and equipment.
Send and receive email messages on college computer.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school and two years journey-level experience in the maintenance, repair and overhaul of heavy and light gasoline, diesel and battery-powered equipment and electrical systems. One year of automotive or trade school education in automotive equipment repair.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school and two years journey-level experience in the maintenance, repair and overhaul of heavy and light gasoline, diesel and battery-powered equipment and electrical systems. One year of automotive or trade school education in automotive equipment repair.

LICENSES AND OTHER REQUIREMENTS:
Valid California class 2 and 3 driver's licenses. District-approved DMV driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Provide work direction, training and guidance to Transportation Assistant and student workers.

CONTACTS:
District personnel, vendors, police, highway patrol, applicable state and federal agencies.

PHYSICAL EFFORT:
Moderate to heavy physical labor with frequent lifting and carrying of objects weighing up to 50 pounds; occasional to frequent pushing and pulling of objects weighing up to hundred pounds; frequent to constant bending, kneeling and stooping; manual dexterity required to operate equipment safely; frequent to constant repetitive use of hands, shoulders, wrists and forearms for extended periods of time while keying maintenance records into the computer and/or working on equipment or vehicles; ability to operate motor vehicles and electric carts to test drive and/or travel to and from a variety of locations on and off campus.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals from diverse backgrounds on a regular, ongoing basis; ability to understand and follow verbal and/or written directions; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in indoor auto shop environment; subject to intermittent contacts with and interruptions by individuals in person and/or by phone; must work while wearing protective gloves, goggles, and/or steel toed footwear; subject to equipment and chemical hazards, heat, fumes and loud noise from equipment and vehicle operation; frequent to constant exposure to dust, gasoline, grease, solvents, and extreme temperatures; must work with and around dangerous equipment and machinery with moving parts; may be required to work during day and/or evening hours on an as-needed basis at any College location.

CLASS TITLE: GRAPHIC DESIGNER/PHOTOGRAPHY COORDINATOR

BASIC FUNCTION:
Under the direction of the Director of Public & Governmental Relations, Marketing & Communications, provide strategic, creative design and photography concepts, and implement projects through graphic, photographic and written media.

REPRESENTATIVE DUTIES:

1. Research, develop and write creative strategy and design collateral for a wide variety of electronic and print marketing materials such as websites, videos, social media, class schedules, brochures, newsletters, magazines, icons, logos, illustrations, advertisements, PowerPoint presentations, and other related marketing, e-marketing and informational materials. *(E)*

2. Use Adobe Creative Suite software to create, design, layout and produce electronic and print marketing materials. Utilize current design and technology trends to recommend the most effective style, technique, and medium for production within budget and time constraints. *(E)*

3. Collaborate with marketing and communications staff, college faculty and other college staff on projects and create production timelines. *(E)*

4. Create print-ready files for external prepress production and Web-ready files for online dissemination. Prepare RFQ's for projects and facilitate printing requests to ensure quality, timeliness and cost-effective printing. Review and signoff on printer proofs. *(E)*

5. Take photograph at various district functions and events (e.g., meetings, tours, presentations, exhibits, performances, etc.); photograph administrators, faculty, staff and students; shoot and direct custom photography for use in college electronic and print marketing materials. Maintain comprehensive, searchable photo archive for use by entire college. *(E)*

6. Interview, recommend for hire, schedule, train, provide work direction and evaluate the work of freelance photographers. *(E)*

7. Create, shoot and edit video segments for Office of the President and for use on in-house television network, social media sites and on the Web.

8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
District organization, operations, policies and objectives.

(E) = Essential job function **7/11/15**

Industry standard graphic design software including page layout, photo manipulation and enhancement, vector illustration, web page layout, word processing and spreadsheet.
Methods, practices, terminology and procedures used in print design and preparation of files for a variety of print processes.
Appropriate electronic design tools.
Artistic sensibility mixed with technical skills.
Digital cameras and photographic techniques.
Website architecture, HTML, HTML editors, web publishing procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Record keeping techniques.
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.
Understand and follow oral and written directions.
Operate a variety of office equipment, including computer and appropriate software.

Use a digital camera.
Take, select, edit, label and crop digital photographs for print and online use.
Understand client needs and translate using appropriate graphics and media.
Manage multiple projects with competing deadlines.
Communicate effectively both orally and in writing.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
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 a bachelor's degree in graphic design or a related field and two years directly related work experience.

LICENSES AND OTHER REQUIREMENTS:
Not applicable

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
Not applicable

CONTACTS:
Coworkers, students, faculty 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; subject to frequent to constant visual stress, and repetitive use of computer keyboard, mouse or other control devices for extended periods of time; 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: COMMUNITY EDUCATION ASSISTANT II

BASIC FUNCTION:
Under the direction of the Director, Community Education and Business Development, supervise, coordinate, organize and participate in a wide variety of specialized program and office duties; provide work direction to and monitor performance of Community Education Assistant I's and student workers; serve as primary contact with instructors and provide direction and guidance to them; provide information to the college and public concerning the Community Education program.

DISTINGUISHING CHARACTERISTICS:
The Community Education Assistant II is the advanced-level classification in the series. Incumbent provides training and supervision to other personnel, makes decisions concerning viability of courses, problem solves with instructors and customers, and performs specialized program support duties. The Community Education Assistant I performs responsible clerical duties in support of the Community Education program and provides information to students, staff and the public. The position is categorically funded and continuation of this position is contingent upon revenues generated.

REPRESENTATIVE DUTIES:

1. Supervise, coordinate, and participate in a variety of specialized duties in support of the Community Education program; supervise, train, and provide technical work direction to other Community Education personnel and student workers; assure the timely and accurate completion of work; resolve staff conflicts ***(E)***

2. Work with Director and Special Projects Coordinator to organize and grow College for Kids. Work with offsite locations, instructors, and coordinators to develop and maintain Community Education programs (i.e.: Reading Institute, George Brown, City of Oceanside, etc.). Develop new classes and programs to generate revenue for department. ***(E)***

3. Solicit suggestions for new course offerings and recruit new instructors; manage hiring of instructors; ensure that Community Education classes, instructors and facilities at both campuses are supported by staff from a variety of College departments. ***(E)***

4. Reserve, assign and distribute keys for classrooms to authorized instructors according to established policies; manage class cancellations; notify instructors, staff and students of cancellations; assist director in resolving instructor and student conflicts. ***(E)***

5. Assume primary responsibility for coordination and facilitation of Community Education excursions, including: researching and developing new offerings, scheduling trips, contacting outside vendors and facilities (e.g., tour companies, transportation providers, museums, theaters, etc.) to make tour arrangements. ***(E)***

E) = Essential job function **8/11/15**

6. Coordinate and prepare script for Community Education Bulletin. Manage distribution of bulk mail and special mailings of the Community Education Bulletin as well as other marketing publications. Work with the Public Information Office and instructors to market classes, workshops, and programs. Create flyers, brochures, and mass emails to advertise Community Education & Business Development programs. Monitor and update Community Education websites and online marketing tools (i.e.: surveys, newsletters, social networking sites, etc.). ***(E)***

7. Authorize refunds in accordance with established policies; balance cash receipts; balance credit card charges; provide requested financial reports to director; invoice businesses; track Contract Education payments.

8. Maintain appropriate records and files; authorize department purchases including office supplies and equipment and instructional materials and supplies.

9. Provide information and guidance to staff, instructors and students; create and maintain a variety of processes and State required reports for special programs; manage certificate programs; supervise licensing and compliance for CEU programs; design, prepare, modify and update Community Education forms

10. Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Community Education program goals and requirements.
Course content of fee-based not-for-credit classes, workshops and events.
Laws, rules, regulations, policies and procedures relating to Community Education.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Financial and statistical recordkeeping techniques.
Office management practices.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Telephone techniques and etiquette.
Operation of computer including a variety of word processing and spreadsheet functions, cash register, data capture, and other office machines. Includes knowledge of or ability to learn classroom-scheduling software.

ABILITY TO:
Plan, organize and coordinate Community Education program activities and operations.
Supervise and train personnel.
Work independently with little or no direction.
Plan and organize work for all staff.
Meet schedules and timelines.
Complete work with many interruptions.

(E) = Essential job function **8/11/15**

Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Provide direction and information to staff, instructors, students and the public concerning registration procedures, course content, fee structures, refund policies, and payment of salaries.
Interpret rules, regulations and policies regarding the Community Education programs.
Communicate effectively both orally and in writing.
Operate all office equipment including a variety of computer software.
Manage cash receipts and reconcile funds.
Maintain records and prepare all financial and registration management reports.
Adapt to change, work under pressure, and gracefully manage conflict.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate in Arts degree in Business or Social Sciences and two years closely related work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Community Education Assistant I, temporary personnel and student workers. Provide direction and information to instructors.

CONTACTS:

Coworkers, instructors, students, various departments: Purchasing, Business Services and Payroll, Media Services, Special Services, special responsibility for relations with the Cardiff campus, Augusoft, Public Information Office, external public information connections.

PHYSICAL EFFORT:

Primarily sedentary with intermittent to frequent standing, walking, bending or stooping; occasional to frequent lifting, carrying, pulling and/or pushing of objects weighing 25 pounds or less; ability to travel and/or drive to a variety of locations on and off campus as needed to conduct district business; ability to work at computer stations 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. Opportunities for additional travel as an excursion chaperone.

Subject:	Attachment:
Ratify Contracts and Approve Purchase Orders – July 29 through August 26, 2015	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.* ($86,000), 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
July 29 through August 26, 2015

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 PO's from $5,000 - $175,000			
PO #	**Vendor**	**Description**	**Amount**
34928	A O Reed & Co.	HVAC unit replacements – OCN, CLC (Fac)	41,328.00
34929	Robeck Electrical Maintenance	Wiremolding for Hub (Fac)	7,690.26

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.

PO's from $25,000 – $86,000			
PO #	**Vendor**	**Description**	**Amount**
34827	C D W Government Inc.	Document camera, qty 17 (AIS)	38,488.80
34832	Family Health Services Training Center I	Curriculum training (TCI)	43,000.00
34841	Snap-on Tools Corporation	Tools (Fac)	31,192.98
34848	Evoqua Water Technologies LLC	Water treatment service – OCN, SEC (Fac)	29,000.88
34849	Partnership With Industry	Custodial services (Fac)	39,288.00
34905	Sutton Environmental Services	Tree maintenance – OCN, SEC, CLC (Fac)	46,920.00

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 informal quotes (e.g. telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

PO's from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
34872	Community College League of California	Annual membership dues (Pres)	24,841.00
34874	Dell Marketing L P	Linux server renewal/license (AIS)	12,388.75
34880	Marcia Alancraig	Consulting svcs – Eval of SLO processes (Pres)	10,000.00
34886	McCallum Group Inc.	Consulting services contract renewal (BAS)	12,000.00
34893	ReproMagic	Student HB/Planner – 2015-16, qty 8,500 (ASG)	15,000.03
34895	Southland Technology	Classroom remodel A/V equipment (AIS)	20,500.02
34897	Ron Estes	Sidewalk repair (Fac)	23,000.00
34901	Schmoop University Inc.	GEAR UP test prep/AP online resources (Std Svcs)	15,000.00
34907	Powerland Equipment Inc.	Weed abatement/mowing services (Fac)	20,501.00
34920	Jorlink USA Inc.	Laser engraver (TCI)	16,286.40

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.

PO's from $5,000 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
34823	H C I Systems	Fire alarm/sprinkler testing (Fac)	8,398.00
34853	Uniform Specialist	Uniforms, equipment, alterations (Pol)	8,424.00
34878	The Centre for Organization Effectiveness	Consultant services for retreats (Pres)	6,000.00
34879	Next Gen Web Solutions	Scholarship software license (Fin Aid)	7,000.00
34904	Cart Mart Inc.	Onsite maintenance services (Fac)	6,446.52
34925	David Ogul	Writing services (PIO)	7,200.00
34930	Air Treatment Corporation	Air treatment replacement (Fac)	5,240.16
34951	Golden State Graphics	Fall 2015 *Transforming Lives* newsletter (PIO)	6,065.28
34992	Dooley Enterprises	Ammunition (Pol)	6,507.00

Total Contract Expenditures: $507,707.08

Ratify purchase orders 34807 through 35003.

Subject:	Attachment:
Approve MiraCosta Community College District Official for Coastal North County Adult Education Consortium	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

BACKGROUND

Since the passage of Assembly Bill 86 (AB86), MiraCosta Community College, San Dieguito Union High School District, Carlsbad Unified School District, and Oceanside Unified School District have worked diligently and collectively to develop a regional adult education plan to better serve the needs of adult education students in the region. Historically, California's adult education system has been shared between the K-12 adult schools (K-12 Adult) and the community colleges. This governance structure has existed with little coordination or alignment of policy and practice.

Throughout the state, community colleges and K-12 districts established local planning groups, referred to as consortia, to develop a new adult education plan. MiraCosta College and San Dieguito Union High School District, as the adult education program providers, are the members of the Coastal North County Adult Education Consortium (CNCAEC). The goal of CNCAEC is to align and increase adult education offerings in the collective district, expanding course offerings in the consortium district.

STATUS

The California Legislature has passed Assembly Bill 104, which includes the legislation for the Adult Education Block Grant (AEBG). The Adult Education Block Grant will fund adult education providers and the adult education regional consortia. With this final language, the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) are working together to develop guidance for implementation of the AEBG. This guidance regarding the fund allocations, reporting requirements, and outcomes and measures will be ongoing over the coming weeks and months. With draft guidance coming from the CCCCO and the CDE, consortia have been tasked with appointing a governing-board-approved "official" from each member (adult education provider) of the consortium. The board is asked to approve the MiraCosta College dean of behavioral sciences, history, and community education as the official designee representing MiraCosta College.

RECOMMENDATION

Approve the MiraCosta College dean of behavioral sciences, history, and community education as the official designee representing MiraCosta College for the Coastal North County Adult Education Consortium.

Subject: **Approve Memorandum of Understanding with Pacific View Charter School for a Dual-Enrollment Program**	**Attachment:** **Memorandum of Understanding**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

During spring 2015, Pacific View Charter School (PVCS) and MiraCosta Community College District began discussions regarding the possibility of offering dual-enrollment classes at their campus located in Oceanside. Dual enrollment classes are those that students at PVCS will earn both high school and college credit. These students will make use of the standing MiraCosta College concurrent enrollment process available to all high school students. The Instructional Services Division worked with leaders from PVCS to identify courses to be offered during the fall 2015 and spring 2016 semesters. The first class to be offered will be a course one level below transfer that meets an associate degree requirement. The courses will be limited to serve PVCS students and they will earn both college and high school credit. If these pilot courses prove successful, PVCS and MiraCosta College will explore additional dual-enrollment courses that may be offered in future years.

STATUS

Dean of Mathematics and Sciences Carlos Lopez and PVCS Director of Student Services Gayl Johnson have drafted the attached memorandum of understanding that includes facilities usage, financial commitments, indemnification and insurance, program management, fees, and the term of the agreement. The MiraCosta College Business and Administrative Services Division, including legal and risk management, have reviewed this MOU.

RECOMMENDATION

Approve the memorandum of understanding with Pacific View Charter School for use of their facility and to begin dual enrollment classes with MiraCosta College beginning fall 2015.

FACILITY USE AGREEMENT
BETWEEN
PACIFIC VIEW CHARTER SCHOOL
AND MIRACOSTA COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into this___ day of _____, 2015, by and between Pacific View Charter School (hereinafter "PVCS") and the MiraCosta Community College District (hereinafter "MCCCD") for the use of PVCS facilities located at 3670 Ocean Ranch Boulevard Oceanside, CA 92056 (hereinafter "PVCS Campus").

RECITALS

WHEREAS, PVCS and MCCCD have established a successful history of collaboration and mutual support to provide students and local communities with exceptional educational programs and activities; and

WHEREAS, PVCS continues to find ways to broaden advanced educational opportunities for students including college preparatory and college credit courses; and

WHEREAS, PVCS desires to offer students the opportunity for dual enrollment in such courses; and

WHEREAS, MCCCD is willing to offer college courses at the PVCS Campus, which will benefit PVCS students by providing a convenient location and schedule; and

WHEREAS, all of the terms between the parties shall be set forth in this Agreement;

NOW, THEREFORE be it resolved that PVCS will make certain facilities at the PVCS Campus available to MCCCD and agrees to the following:

1. Use of Facilities. MCCCD shall have use of one (1) classroom at the PVCS Campus beginning on August 1, 2015. This classroom is to be used for the purpose of offering credit instruction for PVCS students through concurrent enrollment in credit MCCCD courses.
    a. A reduction or increase in the number of rooms, dates or times, beyond those outlined in Section 1 shall be scheduled according to Section 2.

2. Scheduling. No later than October of each year, the MCCCD superintendent/president and the PVCS executive director shall each designate a representative to review the availability of facilities for the following academic year and potential course offerings.

3. MCCCD Financial Commitments
    a. Instructional Staff. MCCCD will hire as its own employee(s) all necessary instructional faculty to provide instruction at the PVCS Campus. Faculty teaching dual enrollment college level, occupational, or developmental courses must meet the minimum qualifications as defined by the Chancellor's office document Minimum Qualifications for Faculty and Administrators in California Community Colleges, as well as, relevant MCCCD hiring criteria.

    b. Clerical Staff. In addition, MCCCD will hire as its own employee(s) including all clerical staff necessary to provide support for its operations at the PVCS Campus.

    c. Equipment and Supplies.
    PVCS and MCCCD will be jointly responsible for supply (whiteboard markers paper, copying, etc.) and equipment costs associated with support for instructional related to this agreement.

d. Technology. MCCCD will be responsible for any technology services costs associated with Sections 4 and 5.

e. Damage to Facilities. Aside from normal wear and tear, MCCCD will bear the costs of any repair or damages resulting from their use of the PVCS Campus facilities. Repairs to PVCS facilities, as the result of MCCCD's failure to return facilities in original condition or acts of vandalism occurring during identified MCCCD activities at PVCS CAMPUS, will be completed to the best ability by PVCS personnel and reimbursed by MCCCD. The direct costs of work that cannot be completed by PVCS personnel, will be mutually agreed upon and will be reimbursed by MCCCD.

4. PVCS Financial Commitment.

a. Beginning August 1, 2015, PVCS will provide one (1) classroom in accordance with the terms described in Section 1. In addition, PVCS will provide custodial services equal to levels provided to the rest of the PVCS Campus. If additional custodial services are required, the parties will meet to determine the costs associated with such services. Any additional costs will be the responsibility of MCCCD.

b. Use of Facility Fee. PVCS agrees to allow MCCCD to access one (1) classroom waiving the facility use fee for an in-kind agreement that MCCCD will waive enrollment fees for all concurrently enrolled PVCS students taking courses at MCCCD, either the main campus, PVCS Campus, or other satellite facilities.

c. Safety/Security. PVCS will be responsible for the direct costs of safety, security, and supervision of the PVCS Campus during the hours of MCCCD operation.

5. Technology Services. The parties will cooperate to provide students and staff appropriate levels of Internet and if applicable network access. Options include: PVCS providing MCCCD staff and instructors with classroom PCs, laptops, document cameras, digital projectors, and public access to the Internet in order to support college instruction under the scope of this agreement.

Energy Conservation. MCCCD staff and students will adhere to the PVCS energy conservation guidelines in order to assist PVCS in meeting its energy conservation goals.

6. Program Management. MCCCD and PVCS will cooperate with respect to elements of program management.

a. Dual enrollment courses are governed by the policies and regulations of MCCCD. These policies, regulations and standards apply to students, faculty, staff, instructional procedures, academic standards, course offerings, course outlines of record, whether courses are offered at the college campus, at off-campus sites, including distance learning and internet, or at secondary schools.

b. PVCS Director of Student Services will serve as the liaison between PVCS and MCCCD and be responsible for submitting all necessary student documentation prior to students taking courses.

c. An advisory committee will be organized and meet regularly to review the program and develop suggestions for improvement.

d. Amendments to this agreement must be in writing and approved by the designated representative of each institution.

e. Student withdrawal dates/policies will be consistent with existing MCCCD adopted policies and calendars.

f. Academic advising will be the joint responsibility of the two institutions.

g. Matters of student discipline will be handled cooperatively between the appropriate MCCCD and PVCS administrators.

h. Complaints regarding instruction will be follow MCCCD policies and procedures.

i. MCCCD courses offered at the PVCS Campus will adhere to MCCCD scheduling practices and the annual academic calendar.

j. Enrollment in MCCCD courses offered under this agreement will be limited to PVCS students who complete the concurrent enrollment process and meet applicable course prerequisites as established by MCCCD.

7. Admissions/Tuition/ & Books/Fees

a. All students enrolled in MCCCD coursework, including students enrolled in the Dual Enrollment Program are responsible for paying a Health Fee of $19 per term and a Student Center Fee of $1 per unit enrolled with a maximum of $10 per fiscal year.

b. MCCCD and PVCS will be jointly responsible for providing matriculation services for students enrolling in the dual enrollment program classes at the PVCS campus.

c. All PVCS high school students must be fully matriculated to the college prior to taking MCCCD courses (application, assessment, and orientation).

d. PVCS must submit a process that identifies students for assessment. The process should reflect a high degree of confidence that the student being assessed is eligible for an academic track.

e. PVCS high school students who enroll in dual enrollment courses taught at the PVCS Campus will not be charged an enrollment fee, provided they are California residents.

f. MiraCosta College Concurrent Enrollment Permits will be collected from each high school student participating in the dual enrollment program and submitted as a group packet by the designated coordinator at PVCS.

g. Dual enrollment students will have access to MCCCD services such as the library, tutoring, student I.D. cards etc.

h. The maximum number of students who will be allowed to enroll in a dual enrollment course will be limited to the course capacities established by MCCCD.

i. Recruitment into the dual enrollment program will be the responsibility of both institutions.

j. Enrollment in the dual enrollment courses offered at PVCS will not be open to the public.

k. All participating students will purchase all books and materials. PVCS may provide the book for the course, though individual students are ultimately responsible for purchase of course materials.

l. All textbooks for dual enrollment classes must be approved by the appropriate college faculty.

8. Parking. Parking spaces will be provided to MCCCD staff at the PVCS Campus.

9. Permits. Rules and Regulations. MCCCD shall not be required to acquire any other permits or facility use approvals at PVCS CAMPUS, except as are set forth and provided for in this agreement.

10. Indemnification and Insurance. Each party hereto, PVCS and MCCCD, shall indemnify, hold harmless, and defend the other, its managers, trustees, agents, officers, volunteers or employees from any and all claims, demands or charges and from any loss or liability, including attorneys' fees and expenses of litigation, which either indemnified party shall become obligated to pay by reason of the death, and/or injury to persons or properties received or suffered as a result of the use of the facilities described herein by the indemnitor pursuant to this agreement because of the negligence, wrongful acts, or omissions, by the indemnitor, except as such loss or liability, including attorneys' fees and expenses of litigation, are caused by the acts or omissions of the indemnitee, its employees, agents, directors, or officers. Further, PVCS and MCCCD shall be responsible for any and all damage to the property of the other party to this Agreement resulting from such liable party's use of the facilities pursuant to this Agreement. During the entire term of this Agreement, MCCCD shall, at its own expense, maintain and provide to PVCS upon request, insurance as set forth below:

    a. General Liability. $5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Policy will be endorsed to include PVCS as an additional insured.

    b. Automobile Liability. "Any Auto" with $1,000,000 combined single limit per accident for bodily injury and property damage.

    c. Workers' Compensation. As required by the Labor Code of the state of California, and Employers' Liability Insurance, with limits as required by the Labor Code of the state of California and Employers' Liability limits or $1,000,000 per accident.

    d. Other Provisions. MCCCD will provide PVCS with certificates of insurance and required executed endorsements, evidencing compliance with this section. Each insurance policy required by the agreement shall be endorsed to state that coverages shall not be canceled except after thirty (30) days prior written notice has been given to PVCS.

11. No Personal Liability. It is expressly understood and agreed that no personal liability whatsoever attaches to any members of the Board of PVCS or of MCCCD, nor any of the officers or employees thereof by virtue of this Agreement.

12. Assignment. This Agreement shall inure to the benefit of and shall be binding upon the assigns or successors in interest of each of the parties hereto; neither party shall assign nor transfer any of its rights, duties, or obligations under this Agreement without prior written consent of other party.

13. Notices. Any notice, communication, or delivery required to be given by this Agreement by either party to the other shall be completed by personal delivery or by first-class mail to:

    a. Director of Student Services
       Pacific View Charter School
       3670 Ocean Ranch Boulevard
       Oceanside, CA 92056

    b. Vice President of Business and Administrative Services
       MiraCosta Community College District
       1 Barnard Drive
       Oceanside, CA 92056

14. Term. This Agreement shall be effective for one year upon signature by both parties and shall automatically be renewed each year unless either party terminates this Agreement by giving ninety (90) days advance written notice thereof to the other party.

15. Entire Agreement This Agreement contains the entire agreement of the parties hereto and supersedes any prior written or oral agreements between them concerning the subject matter contained herein.

16. Equal Employment Opportunity. Each party to this Agreement for itself, its subcontractors, assignees and successors in interest, agree not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (cancer-related) as defined in California Government Code §12926, ancestry, marital status, or citizenship.

17. Smoking/Alcohol/Controlled Substances. Smoking and the use of any tobacco product is prohibited on any PVCS facility. Possession, drinking, or being under the influence of alcohol or drugs is also strictly prohibited.

18. Signage. Any/all signage posted must be approved in advance. Materials used for decorations shall be flameproof and must be removed from the facility after use. In addition, fire department regulations will not permit the use of lighted candles, torches with open flame, or fire of any type on PVCS property.

19. Disqualified Employees. Each party to this agreement shall ensure that persons who perform services on College or PVCS property have not been convicted of any felony, any controlled substance offense, or any sex offense, as those terms are defined by Education Code §§87008-87010.

IN WITNESS WHEREOF, the parties hereto have executed this facility use agreement as of the day and year first above written.

PACIFIC VIEW CHARTER SCHOOL

Date: _____ _____

MIRACOSTA COMMUNITY COLLEGE DISTRICT

Date: _____ _____

Subject:	Attachment:
Approve 2016–2017 Academic Calendar	2016–2017 Academic Calendar
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

BACKGROUND

Board Policy/Administrative Procedure 4010, Academic Calendar, states that the superintendent/president will submit the Academic Senate-recommended academic calendar to the Board of Trustees for approval. Implementation will occur in the year following the next academic year.

STATUS

The Academic Affairs Committee prepared the attached academic calendar for 2016–2017. The calendar was approved by the Academic Affairs Committee as a recommendation to the Academic Senate, which approved the calendar in August 28, 2015, and the Superintendent/President's Cabinet recommended approval to the superintendent/president.

RECOMMENDATION

Approve the 2016–2017 academic calendar, as recommended by the superintendent/president.

MiraCosta College

2016-2017 Academic Calendar

Summer Session 2016
June 2016

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Fall Semester 2016
August 2016

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15+1 16+1 16+1 15+1 15 16
82 Days of Instruction • 5 Days of Flex
1 All-College Day

Spring Semester 2017
January 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28				

March 2017

S	M	T	W	Th	F	S
			1	2	3	4
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April 2017

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30						

May 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15+1 16+1 16+1 16+1 15+1 15
83 Days of Instruction • 5 Days of Flex

IMPORTANT DATES

SUMMER

June 13 Start of 6-week & 8-week Summer Intersession
Aug 5 End of Summer Intersession

FALL

Aug 19 All-College Day
Aug 22 Classes Begin
Sept 2 Last Day to Add Classes
Sept 2 *No "W" Deadline
Sept 6 First Census
Sept 23 **30% Pass/No Pass Deadline
Nov 18 ***75% Withdrawal Deadline
Dec 12-15 Final Exams
Dec 17 End of Semester
Dec 23-Jan2 Campus Closed

SPRING

Jan 23 Classes Begin
Feb 3 Last Day to Add Classes
Feb 3 *No "W" Deadline
Feb 6 First Census
Feb 24 **30% Pass/No Pass Deadline
Mar 20-25 Spring Break
Apr 27 ***75% Withdrawal Deadline
May 22-26 Final Exams
May 26 Commencement

* Last day to withdraw from classes without a "W"
** Last day for exercising pass/no pass option
*** Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

July 4 Independence Day (Legal Holiday)
Sept 5 Labor Day (Legal Holiday)
Nov 11 Veterans Day (Legal Holiday)
Nov 24 Thanksgiving Day (Legal Holiday)
Nov 25 Day after Thanksgiving (Local Holiday)
Dec 23-30 Winter Closure
Dec 26 Christmas (Observance)
Jan 2 New Year's Day (Observance)
Jan 16 Martin Luther King, Jr. Day (Legal Holiday)
Feb 17 Lincoln Day (Observance)
Feb 20 Washington Day (Legal Holiday)
Mar 24 Friday of Spring Break (Local Holiday)
May 29 Memorial Day (Legal Holiday)

Legal/Local Holidays
Commencement
Final Exams
Summer Intersession
Fall Semester
Spring Semester
Flex
Spring Break
Non-class days
All-College Day

Calendar Draft 3_24_15

Draft

Subject: **Ratify Memoranda of Understanding with MiraCosta College Academic Associate Faculty CCA/CTA/NEA**	**Attachment:** **1. Memorandum of Understanding 15-02** **2. Memorandum of Understanding 15-03**
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

In July 2015, the district and the MiraCosta College Academic Faculty CCA/CTA/NEA agreed in Memorandum of Understanding (MOU) 15-02 to revise the workload factors for twelve dance classes (changing to a 1.667 performance factor) and one drama class (changing to a 1.2000 LHE performance factor) in the same manner as the factors were revised to apply to full-time faculty teaching those courses.

Similarly, in August 2015, the parties agreed in MOU 15-03 to revise the workload factor for four kinesiology classes (changing the factor to a 1.2000 performance factor).

STATUS

To allow the district to compensate the associate faculty consistent with the changes in the performance factor, the Board of Trustees is being asked to approve the attached memoranda of understanding.

RECOMMENDATION

Approve memorandum of understanding 15-02 and 15-03.

MEMORANDUM OF UNDERSTANDING

Between the
MiraCosta Community College District &
MiraCosta College Academic Associate Faculty CCA/CTA/NEA

MOU 15-02 – Exhibit E

Background:
Exhibit E, section 13.1, describes the standards for workload factors to be used for credit courses. The Board of Trustees has approved revisions to the workload factors for several new courses during Spring 2015. Those changes were based on a process which applies only to full time faculty members and was negotiated with the Academic Senate & the Faculty Assembly. The parties have agreed to negotiate a process for these changes which will apply to associate faculty unit members.

Until such time as a new workload review process (which would replace the language in section 12.0 of Exhibit E) is negotiated, the undersigned parties agree that the following revisions will be made to the workload factors which apply to the following courses:

Dance department – 1.667 LHE performance factor will apply to:
Dance 200 – Contemporary Dance Production I
Dance 201 – Contemporary Dance Production II
Dance 202 - Contemporary Dance Production III
Dance 203 - Contemporary Dance Production IV
Dance 204 – Classical Dance Production I
Dance 205 - Classical Dance Production II
Dance 206 - Classical Dance Production III
Dance 207 - Classical Dance Production IV
Dance 214 – Student Choreography Production I
Dance 215 - Student Choreography Production II
Dance 263 – Contemporary Dance Workshop and Performance A
Dance 264 - Contemporary Dance Workshop and Performance B

Theatre & Film department – 1.200 LHE performance factor will apply to:
Drama 270 – Rehearsal and Performance – Technical Theater

The agreement is effective Fall 2015 semester.

[signatures on following page]

Krista Warren July 17, 2015

Krista Warren Date

President, MiraCosta College Academic Associate Faculty, CCA/CTA/NEA

7/27/15

Dr. Sunita V. Cooke, Ph.D. Date

Superintendent/President

AUG 14 2015

MEMORANDUM OF UNDERSTANDING

Between the
MiraCosta Community College District &
MiraCosta College Academic Associate Faculty CCA/CTA/NEA

MOU 15-03 – Exhibit E

Background:
Exhibit E, section 13.1, describes the standards for workload factors to be used for credit courses. The Board of Trustees approved revisions to the workload factors for several courses during at the August, 5 2015 meeting. Those changes were based on a process which applies only to full time faculty members and was negotiated with the Academic Senate & the Faculty Assembly. The parties have agreed to negotiate a process for these changes which will apply to associate faculty unit members.

Until such time as a new workload review process (which would replace the language in section 12.0 of Exhibit E) is negotiated, the undersigned parties agree that the following revisions will be made to the workload factors which apply to the following courses:

Kinesiology Health & Nutrition (KHAN) department – 1.20 LHE performance factor will apply to:
ATHL 102 - – Intercollegiate Volleyball, Women
ATHL103 - Intercollegiate Sand Volleyball, Women
ATHL 171 – Intercollegiate Basketball, Men/Women
ATHL188 – Intercollegiate Soccer, Men/Women

The agreement is effective Fall 2015 semester.

Krista Warren 8/12/15
Krista Warren Date
President, MiraCosta College Academic Associate Faculty, CCA/CTA/NEA

8/14/15
Dr. Sunita V. Cooke, Ph.D.
Superintendent/President Date

Subject:	Attachment:
Approve Additional 2015/16 Legal Service	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

BACKGROUND

There is a need at the college for legal counsel on a variety of subjects for ongoing and potential litigation. The San Diego County Office of Education Risk Management Joint Powers Authority (JPA) generally handles employment liability and tort-claim issues. Individual contracts are not required for JPA-assigned legal services.

STATUS

All current contracts for non-JPA legal services expired on June 30, 2015. In order to have board-approved legal counsel on call, it is necessary for the Board of Trustees to approve contracts for the 2015/16 fiscal year.

- Atkinson, Andelson, Loya, Ruud & Romo – general legal services.
  - Hourly rates
    - Senior Partner $275
    - Partners/Senior Counsel $265
    - Senior Associates $260
    - Associates $230
    - Electronic Technology Litigation Specialist $230
    - Non-Legal Consultants $160
    - Senior Paralegals/Law Clerks $150
    - Paralegal/Legal Assistants $145

Note that in addition to the hourly rates cited above, the firm would be reimbursed for costs of overnight mail, copying, travel, and research services.

RECOMMENDATION

Approve the additional 2015/16 legal service and authorize the superintendent/president to enter into engagement agreements, which do not include retainers, as listed above.

Subject: **Approve Architectural Design Services Contract Amendment #04 for Architects Mosher Drew**	**Attachment:** **None**
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

As part of the five-year construction plan, classrooms are scheduled to be modernized every summer over the next several years. This upcoming summer (2016), eighteen classrooms on the Oceanside Campus in Buildings 2100, 3100, 4600, 4700, and 4800 have been identified and scheduled to be completed. The goal of the modernizations is to provide a 21st-century learning environment, which will include new flooring, new ceiling and wall finishes, new white boards, new lighting, above-ceiling mechanical revisions, new technology, and related infrastructure components. These classroom renovations will follow the template that was established with the summer 2015 classroom renovations. This work has been closely coordinated with campus instruction to ensure proper coordination of summer course schedules occurred.

STATUS

Contract amendment #04 consists of adding architectural design services for the summer 2016 classroom upgrades project to the Architects Mosher Drew contract. These architectural design services will consist of preparing design drawings and specifications, DSA approval, bid and award support, construction administration, and Department of the State Architect closeout. The costs for these architectural design services were negotiated for a fixed-fee amount of $139,000, and these services and all costs were included as part of the five-year construction plan budget-development process.

RECOMMENDATION

Approve the architectural design services contract amendment #04 for Architects Mosher Drew in a fixed fee amount of $139,000 in accordance with the specified bid pricing, terms, and conditions, and authorize the director of purchasing and material management to execute the contract amendment.

Subject:	Attachment:
Approve Change Order #1 – Summer 2015 Classroom Upgrades Project	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

BACKGROUND

At the May 20, 2015, regular meeting, the Board of Trustees accepted the bid of PRAVA Construction Services, Inc. and awarded a construction contract for the summer 2015 classroom upgrades project on the Oceanside Campus.

STATUS

The following items are changes (additive/deductive) to the original scope of work caused by unforeseen conditions with site development, the building structure and utilities, documented omissions within a generally acceptable level of design errors and omissions, and other changes as requested by staff. These changes will be paid out of the construction project contingency.

	COR	Description	Cost
1	5	The Active Learning Station (ALS) utility infrastructure detail was revised to add additional power receptacles and additional access panels during the course of construction. Owner-requested item. There were four (4) additional calendar days associated with this COR.	$4,200.39
2	9	Patch and painting old and abandoned outlets in classroom walls. Rather than place new blank outlet cover plates it was determined that the cleaner and more appropriate solution would be to patch the wall and paint these old and abandoned outlets. Owner -requested item.	$10,865.33
3	15	Revised detail for the masonry retaining wall waterproofing in Parking Lot 3E. Error-and-omission item.	$2,857.82
4	16	Required grinding of portions of the existing asphalt in the handicap parking area in Parking Lot 3E. This was required to ensure an adequate asphalt section was provided and the required ADA slope was established. Unforeseen-condition item. A portion of this COR was paid out of the project allowance with the remaining being applied to this change order.	$2,289.62
5	17	Additional wireless clock in Room 3517. Owner-requested item.	$700.72
6	18	Removal and disposal of interior restroom doors in B4800. This was required to ensure proper ADA clearances in the entryway to the restrooms. Error-and-omission item.	$118.62
7	19	Installation of additional CAT6 data outlets/jacks. Unforeseen-condition item.	$5,364.28

	COR	Description	Cost
8	20	Additional conduit required for B4800 access control panels power. Owner- requested item.	$4,136.00
9	21	Power outlet for the additional wireless clock in Room 3517. Owner-requested item.	$292.60
10	22	Procure 3” rods/columns and turnover to district staff for the installation of the AV projectors within the classrooms. Owner-requested item.	$228.00
11	23	During the course of construction, it was determined that in B3500 and B3600 the existing fire extinguishers and cabinets could be reused. A credit was taken back due to the elimination of this scope of work. Owner-requested item.	($3,172.00)
12	26	Replacement of existing smoke detectors in B4800 classrooms. Owner-requested item.	$701.85
13	27	Removal of the door hardware from the contractor’s scope of work. The district chose to complete this scope of work with another vendor. Owner-requested item.	($7,211.18)
14	28	Installation of a new expansion joint and sealer between the new walkway and masonry wall in Parking Lot 3E. Error-and-omission item.	$687.36
15	33	Replacement of old and damaged shut-off valves on the HVAC piping. Unforeseen-condition item.	$6,591.35
16	34	During the course of construction, it was determined that new exterior classroom signage was not required. A credit was taken back due to the elimination of this scope of work. Owner-requested item.	($1,886.00)
17	36	Installation of new fire extinguishers and cabinets in the B4800 classrooms. Owner-requested item.	$713.59
18	37	During the course of construction, it was determined that some existing HVAC ductwork could be reused. A credit was taken back due to the elimination of this scope of work. Unforeseen-condition item.	($1,479.37)
19	38	Installation of an additional four interior lights within Room 3516. There was a discrepancy between the architectural and electrical plans. Error-and-omission item.	$1,474.55
20	39	Procurement and installation of chair rail wall guards within the classrooms. Error-and-omission item.	$14,042.47
21	41	Additional asphalt was required in the handicap parking area in Parking Lot 3E. This was required to ensure the required slope was established. Unforeseen-condition item.	$12,271.93
22	45	An additional whiteboard was required due to the decision to infill the doorway between Room 3516 and 3504. Unforeseen-condition item.	$833.50
23	46	It was determined that the existing WAP (wireless access points) brackets needed to be switched out to ensure the devices cleared below the new ceiling tile. Unforeseen-condition item.	$1,065.34
24	48	Relocation of wireless clocks within the classrooms. Error-and-omission item.	$1,331.90
25	49	Relocation of light switch within a classroom. Error-and-omission item.	$352.42
26	50	Revision of ceiling grid due to the installation of the additional window shade in Room 3515. Error-and-omission item.	$711.67
27	52	Additional window shade in Room 3515. Error-and-omission item.	$586.00
28	53	Relocation of wireless clock and required adjustment to an existing fire alarm strobe device in Room 3508. Error-and-omission item.	$374.02
29	54	Drywall patching associated with the relocation of the wireless clocks. Error-and-omission item.	$223.58
30	55	Drywall patching on a wall in Room 3504. Unforeseen-condition item.	$682.76
31	56	Additional drywall patching associated with revisions in wireless clock and outlet locations. Error-and-omission item.	$840.00
32	57	The contractor damaged an existing glass-break sensor during construction in Room 3508. This credit is associated with the cost for the security company to fix the damaged sensor.	($371.90)
33	58	Additional painting associated with the relocation of wireless clocks and outlet locations. Error-and-omission item.	$457.20

	COR	Description	Cost
34	59	Adjustment of the lighting controls and wiring to ensure the interior lighting controls aligned with the teaching wall of each classroom. Error-and-omission and unforeseen-condition item.	$1,107.00
35	60	Reinstallation of a window shade in Room 4809 that was damaged during the move into the classroom. Unforeseen-condition item.	$356.00
		Total	**$62,337.42**

The project is complete and the contingency coming into this change order is at 100 percent of the original contingency amount of $94,899. The contingency budget of $94,899 will be used to pay for these changes and the revised contingency after approval of this change order will be $32,562.

Four calendar days have been added to the project schedule because of this change order, which makes the revised project completion date August 12, 2015.

Additionally, it is important to note that the original construction budget, including the contingency for this project, was $1,375,000. The revised contract amount for PRAVA Construction Services Inc., with approval of the change order, will be $1,011,330, which is $363,670 below the original construction budget.

RECOMMENDATION

Approve Change Order #1– Summer 2015 Classroom Upgrades Project in the amount of $62,337 and approve adding four additional calendar days to the project completion date.

Subject:	Attachment:
Approve Change Order #2 – T110 Modular Renovation Project	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

BACKGROUND

At the May 20, 2015, regular business meeting, the Board of Trustees accepted the bid of International Computing Systems (ICS), Inc. for the T110 Modular Renovation project.

STATUS

The following items are changes to the original scope of work caused by unforeseen conditions encountered during the construction of the project. These changes will be paid out of the construction project contingency.

Item	COR	Description	Cost
1	004	This COR is associated with a required fiber-cable fix on the T110 project. During construction, ICS, Inc. damaged the fiber-cable connection to the building. This fiber cable is what establishes the use of the Internet at the building for faculty computers and phones. A specialty vendor was contracted to provide the fix, and this credit is associated with ICS, Inc. paying for the costs of this repair. This item was an unforeseen condition.	($2,461)
		Total	**($2,461)**

The project is complete and the current contingency is at 85 percent of the original contingency amount of $22,760. There are no additional days associated with this change order and the project was completed on August 4, 2015.

The current contingency budget of $19,260 will be credited because of these changes, and the revised contingency after approval of this change order will be $21,721.

RECOMMENDATION

Approve Change Order #2 – T110 Modular Renovation Project in the amount of ($2,461) and no additional calendar days to the project completion date.

Subject: **Approve Notice of Completion – T110 Modular Renovation Project**	**Attachment:** **None**
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

On August 4, 2015, International Computing Systems (ICS), Inc. completed Bid #18-15–T110 Modular Renovation Project. The original construction contract amount for International Computing Systems (ICS), Inc. was $227,600, and the original project contingency amount was $22,760. This project was 100 percent funded by the lease revenue bond and was completed on time and under budget at a final construction cost of $228,639. There were two change orders for this project and the project contingency balance remaining is $21,721.

STATUS

The project is 100 percent complete.

RECOMMENDATION

Approve notice of completion for Bid #18-15–T110 Modular Renovation Project and direct the director of facilities to sign and file notice of completion.

Subject: **Approve Sublease Contract with the United States Department of Agriculture for Rental of Office Space at the Technology Career Institute**	**Attachment:** **United States Department of Agriculture Sublease Agreement**
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

The United States Department of Agriculture (USDA) has proposed to the MiraCosta Community College District the sublease of one office at the new Technology Career Institute (TCI) building, within the Small Business Development Center (SBDC), located at 2075 Las Palmas Drive, Carlsbad. The USDA will use this space to provide counseling and assistance to businesses or prospective clients.

STATUS

Per section 14 in the lease agreement with the City of Carlsbad, dated January 28, 2014, the sublease agreement proposed by MiraCosta College Community College and the USDA for the sublease of one 10 feet by 12 feet office space, received written consent of the municipal property manager on July 8, 2015. The lease is for a one-year period, with options to renew upon agreement by both parties.

RECOMMENDATION

Approve the United States Department of Agriculture sublease for the rental of one 10 feet by 12 feet office space located within the SBDC at 2075 Las Palmas Drive, Carlsbad.

SUBLEASE AGREEMENT

This Sublease is entered into to be effective as of October 1, 2015, by and between the MiraCosta Community College District ("Sublessor") and the United States Department of Agriculture ("Sublessee") as follows:

1. Premises

Sublessor hereby subleases to Sublessee, and Sublessee hereby subleases from Sublessor, for the term specified below, and upon all of the conditions set forth herein, a portion of that certain commercial property, including all improvements thereon, commonly known by the street address of 2075 Las Palmas Drive, Carlsbad, California, 92011. The specific premises Sublessor subleases to Sublessee is Office #5 of the building located at 2075 Las Palmas Drive, Carlsbad, California, 92011 (the "Premises"), indicated on Exhibit A attached hereto. The rentable square feet of the Premises is 120 square feet.

2. Master Lease

Sublessor is the sublessor of the Premises by virtue of the lease dated January 28, 2014, (the "Master Lease") by and between the City of Carlsbad ("Master Lessor") and the MiraCosta Community College District ("Lessee"). This Sublease is and shall at all times be subject and subordinate to the Master Lease. The terms, conditions and respective obligations of Sublessor and Sublessee to each other under this Sublease shall be the terms and conditions of the Master Lease except for those provisions of the Master Lease which are directly contradicted by this Sublease, in which event the terms of this Sublease shall control over the Master Lease. Therefore, for the purposes of this Sublease, wherever in the Master Lease the word "Landlord" is used it shall be deemed to mean the Sublessor herein, and wherever in the Master Lease the word "Tenant" is used it shall be deemed to mean the Sublessee herein.

3. Term

This Sublease shall commence on September 14, 2015, at 8:00 a.m. and terminate on September 30, 2016, at 5:00 p.m., unless sooner terminated by mutual agreement of the parties or upon default by Sublessee (the "Original Term").

4. Payment of Monthly Base Rent

4.1 Sublessee will pay Sublessor the base rent in the sum of $120 per month beginning October 1, 2015.

4.2 Sublessee will assume responsibility for payment for operating cost share rent as described in the Master Lease.

4.3 Checks will be made by the Sublessee payable to the Sublessor and will be sent directly to the Sublessor. Upon receipt of an original or revised estimate from Sublessor, payments for operating cost share rent will be added to the monthly rental check, and the rent check will be sent to Sublessor.

4.4. Rent is to be paid by check or money order payable to the following address:

MiraCosta Community College District
Attn: Charlie Ng
One Barnard Drive
Oceanside, CA 92056

5. Use

The Premises shall be used and occupied only for USDA offices for the purpose of providing counseling and assistance to farmers and businesses, and for no other purpose.

6. No Assignment

Sublessee shall not assign this Sublease or any interest under this Sublease or further sublet the Premises or any portion of the Premises without the consent of Sublessor.

7. Hold Harmless and Indemnity

Sublessee shall hold harmless and indemnify Sublessor for all loss, cost, and expense (including reasonable attorneys' fees) which Sublessor may incur by reason of the use and occupancy of the Premises by Sublessee or Sublessee's invitees.

8. Attorneys Fees

In any legal action brought by either party to enforce the terms of this Sublease or relating to the Premises, the prevailing party shall be entitled to all costs incurred in connection with that action, including reasonable attorneys' fees.

9. Waiver

No failure of Sublessor to enforce any term of this Sublease shall be deemed a waiver, nor shall any acceptance of a partial payment of rent be deemed a waiver of Sublessor's right to the full amount of rent.

10. Entire Agreement/Amendment

This Sublease contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Sublease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

11. Termination

In the event that the Master Lease is terminated by the Master Lessor for any reason, or without cause, this Sublease shall automatically terminate on the same date as the Master Lease. Sublessor shall give Sublessee reasonable notice of any such termination.

12. Insurance

No insurance will be required of Sublessee, and Section 22 of the Sublease shall not be applicable to Sublessee.

13. Notices

All notices necessary or appropriate to be given under this Sublease shall be given by regular United States mail addressed to the proper party at the following addresses:

SUBLESSOR:	SUBLESSEE:
MiraCosta Community College District	U.S. Department of Agriculture
Attn: Charlie Ng	Attn: _____
One Barnard Drive	_____
Oceanside, CA 92056	_____

14. City Approval Required

This Sublease shall be void and of no force or effect unless written consent of the Municipal Property Manager of the City of Carlsbad is first obtained.

SUBLESSOR:	SUBLESSEE:
MIRACOSTA COMMUNITY COLLEGE DISTRICT	UNITED STATES DEPARTMENT OF AGRICULTURE
By:_____	By:_____

Subject: **Approve Release Time for Classified Staff Recognition**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

As a way to express appreciation for the important service rendered to the college, the Board of Trustees has traditionally approved release time for classified employees who desire to attend the winter holiday luncheon, which this year will be held on Friday, December 11, 2015, beginning at 12:30 p.m.

STATUS

As an expression of appreciation to classified employees who could not attend the gathering, one hour of release time at the end of their regular shift is proposed as recognition of their service during this academic year. The release time would involve closing college offices one hour early, except the Admissions and Records and College Police departments, which would be covered by temporary employees.

RECOMMENDATION

Approve release time for classified employees.

Subject:	Attachment:
Approve Architectural Facilities Master Planning Services Contract Amendment #01 for Steinberg Architects	None
Category:	**Type of Board Consideration:**
Action 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 district completed a facilities master plan (FMP) in 2011. In May 2015, the Board of Trustees directed staff to begin the process of updating the FMP. In July 2015, the Board of Trustees approved a contract for Steinberg Architects to begin this initial "Phase 1" scope of work.

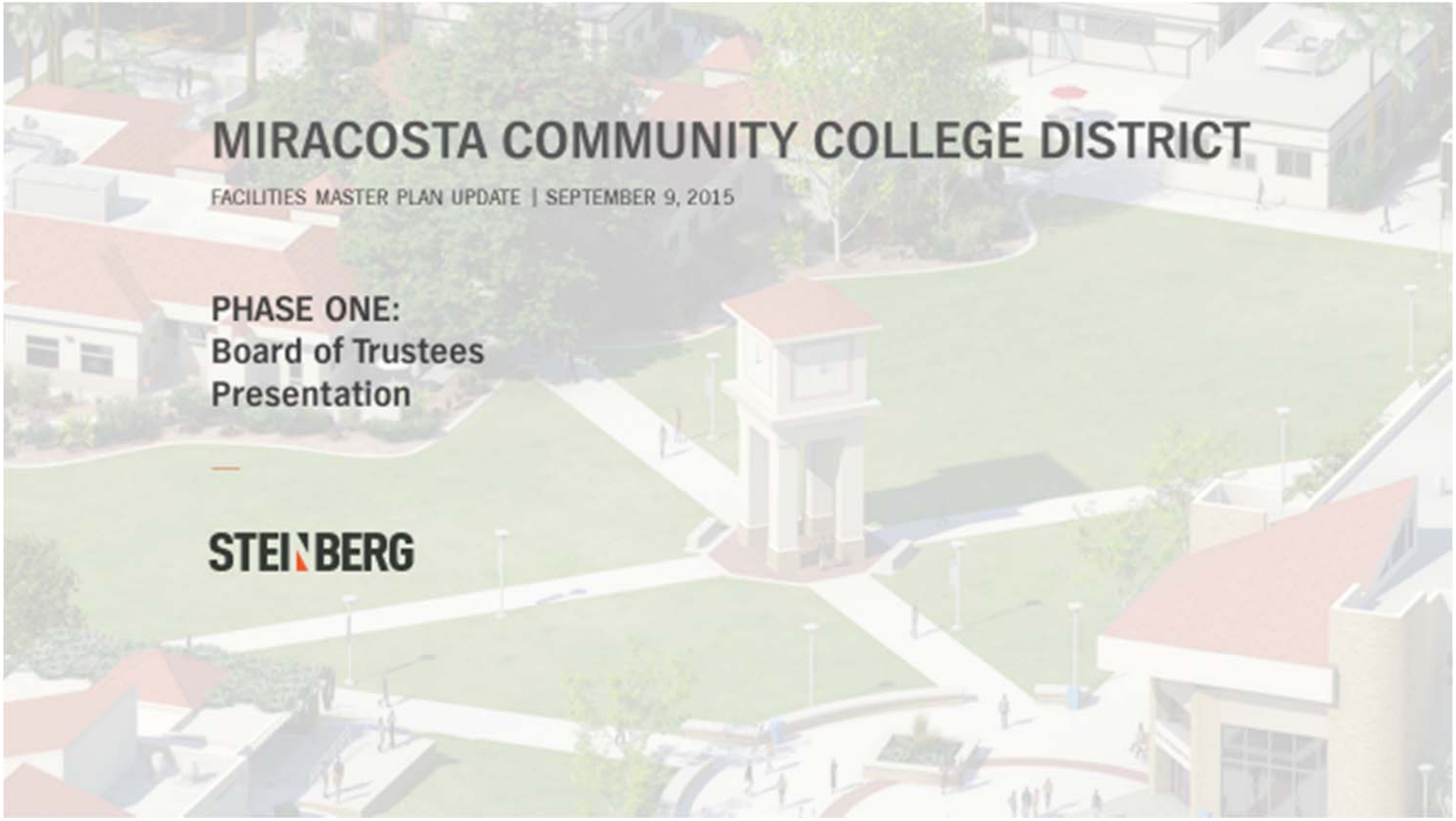
STATUS

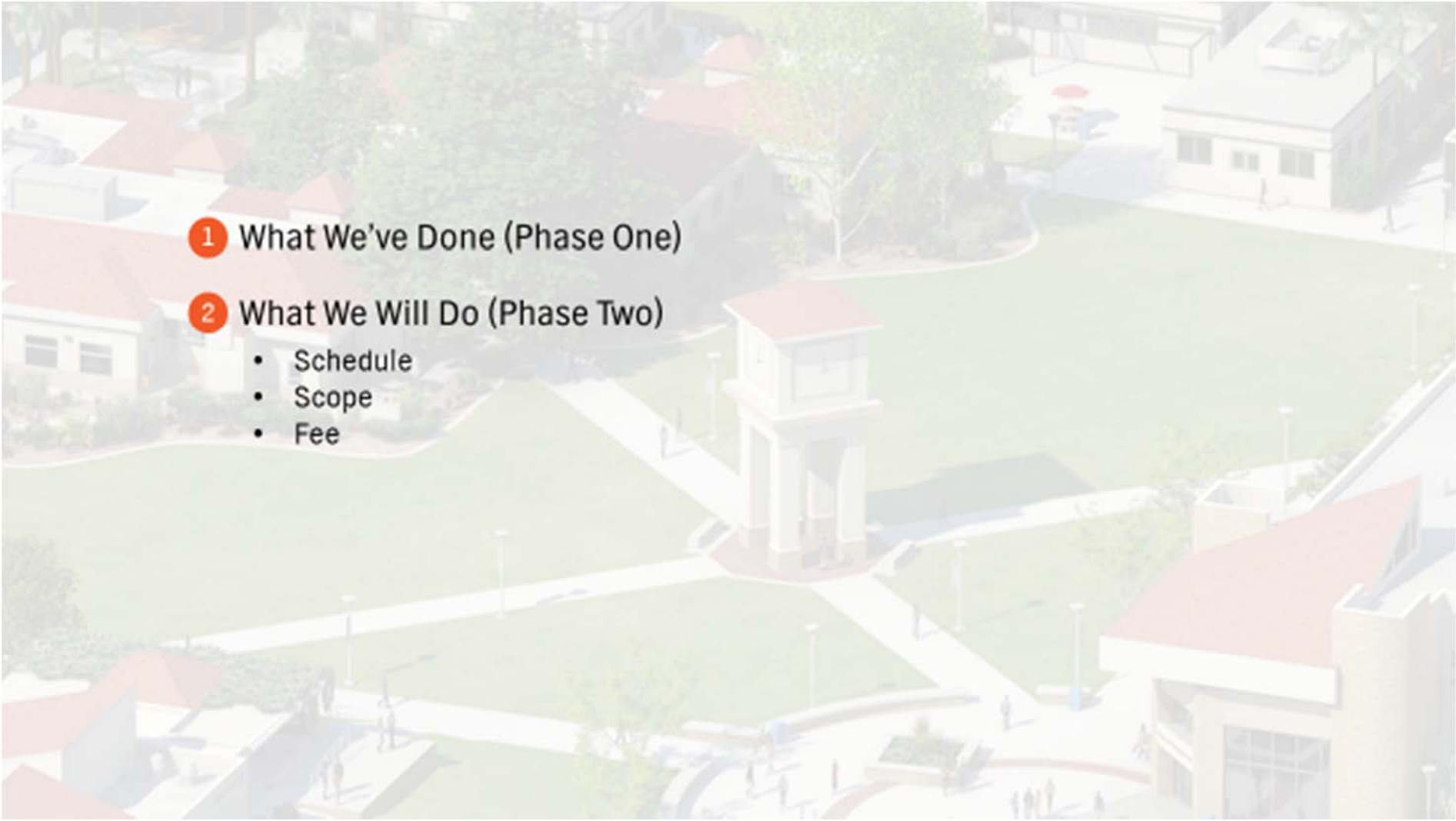
"Phase 1" of the facilities master plan (FMP) update included up-front assessments of current conditions, district needs, existing facilities documents, and the relevance of the 2011 FMP. "Phase 1" also included study services that helped in determining the most appropriate "Phase 2" scope of work for the FMP update. Through these efforts and negotiations between Steinberg Architects and district staff, the "Phase 2" scope of work has been identified and finalized.

This "Phase 2" update of the FMP scope of work will include the following tasks: current site condition analysis, program definition, site analysis and development of FMP, implementation plan, preliminary conceptual level project budgets, and final product. It is also recommended that the FMP update include the following tasks in an effort to ensure the FMP update is detailed and applicable to the district's current planning needs: parking study, technology guidelines and office and classroom space standards, sustainability guidelines, and security master plan. The cost for these architectural facilities master planning services were negotiated in a fixed-fee amount of $480,700, and the anticipated schedule for "Phase 2" is expected to be seven to eight months.

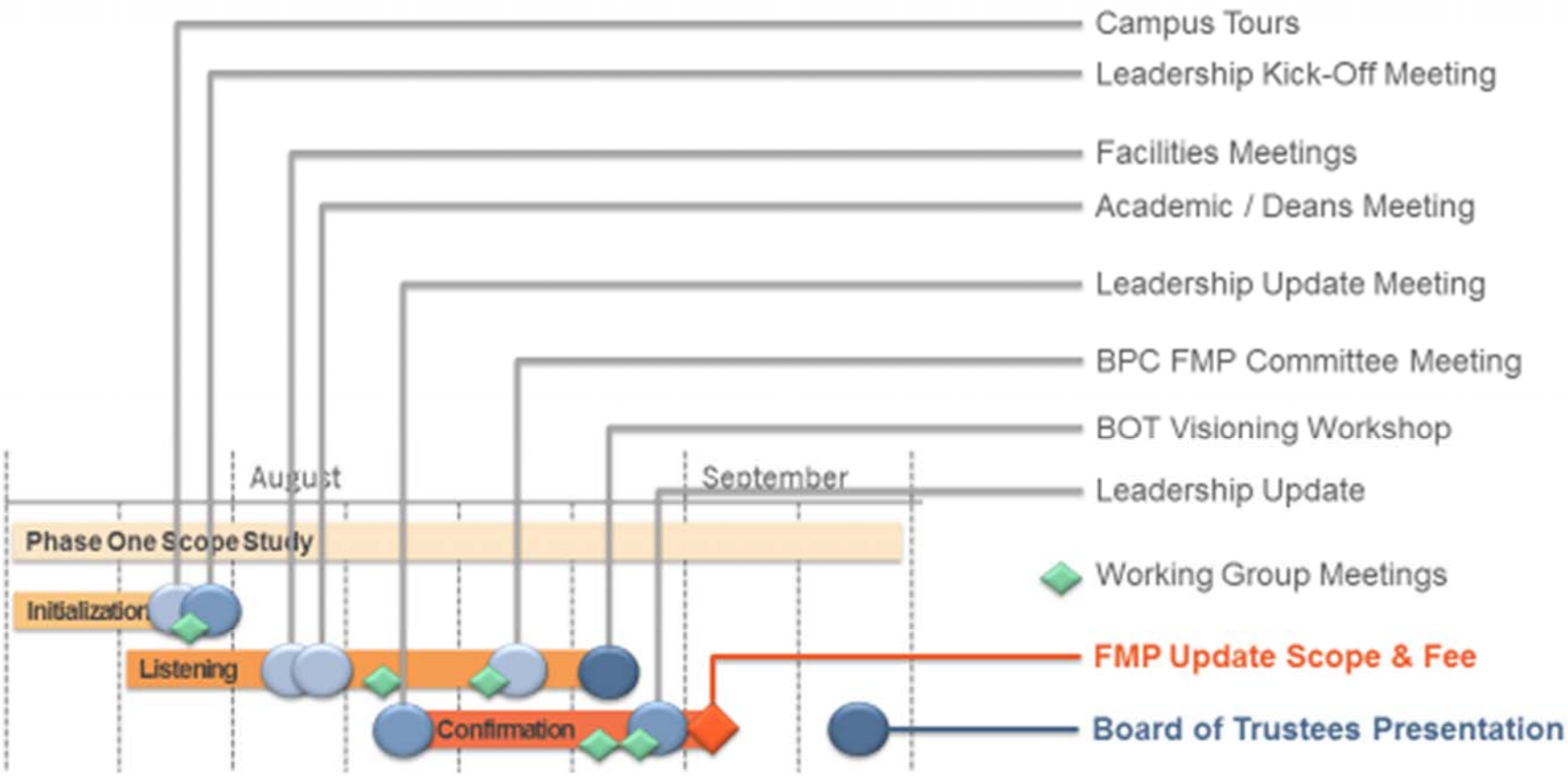
RECOMMENDATION

Approve architectural facilities master planning contract amendment #01 for Steinberg Architects in a fixed fee amount of $480,700 in accordance with the specified bid pricing, terms, and conditions, and authorize the director of purchasing and material management to execute the contract amendment.

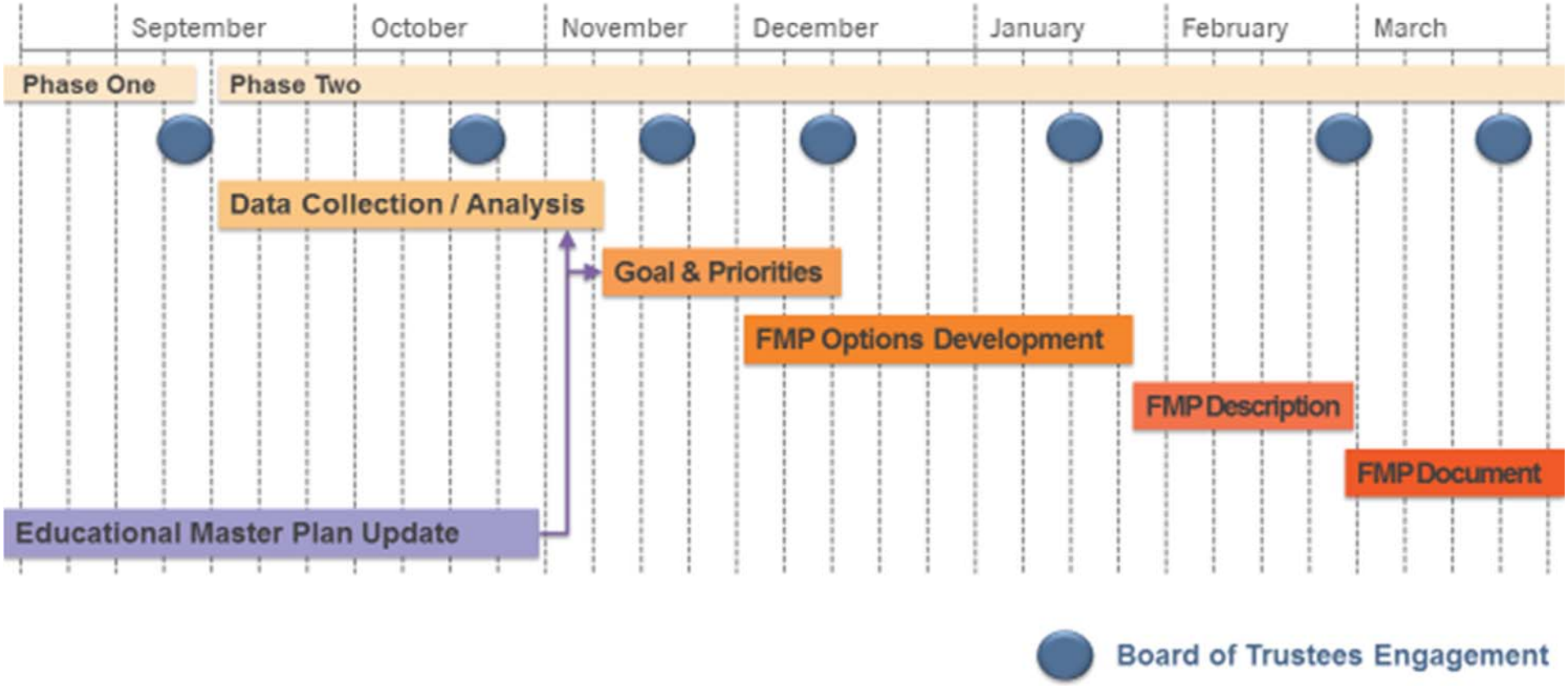

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FACILITIES MASTER PLAN UPDATE | SEPTEMBER 9, 2015
PHASE ONE:
Board of Trustees
Presentation
STEINBERG


1 What We've Done (Phase One)
2 What We Will Do (Phase Two)
• Schedule
• Scope
• Fee

PHASE ONE PROCESS & SCHEDULE



FACILITY MASTER PLAN (FMP) PHASE TWO SCHEDULE



IDENTIFYING STAKEHOLDERS

STEINBERG REPORTS TO:

BOARD OF TRUSTESS

LEADERSHIP GROUP

Frank Merchat
Rick Cassar
Sunny Cooke
Mary Benard
Charlie Ng
Dick Robertson
Tom Macias
Geoff Bachanas

COUNCILS & COMMITTEES

Academic Senate
Administrative Council
Classified Senate
Associated Student Council
Budget and Planning Committee

WORKING GROUP

Charlie Ng
Tom Macias
Geoff Bachanas

STEINBERG MEETS WITH / COLLECTS INFO FROM:

GOVERNANCE COMMITTEES

Academic Affairs
Courses & Programs
Student Success
Institutional Effectiveness
Institutional Program Review

FOCUS GROUPS

Sustainability
Technology / Audio-Visual
Security
Students (at each campus)
Associated Student Government
Campus Advisory Committee
Department Chairs / Directors

FACILITIES

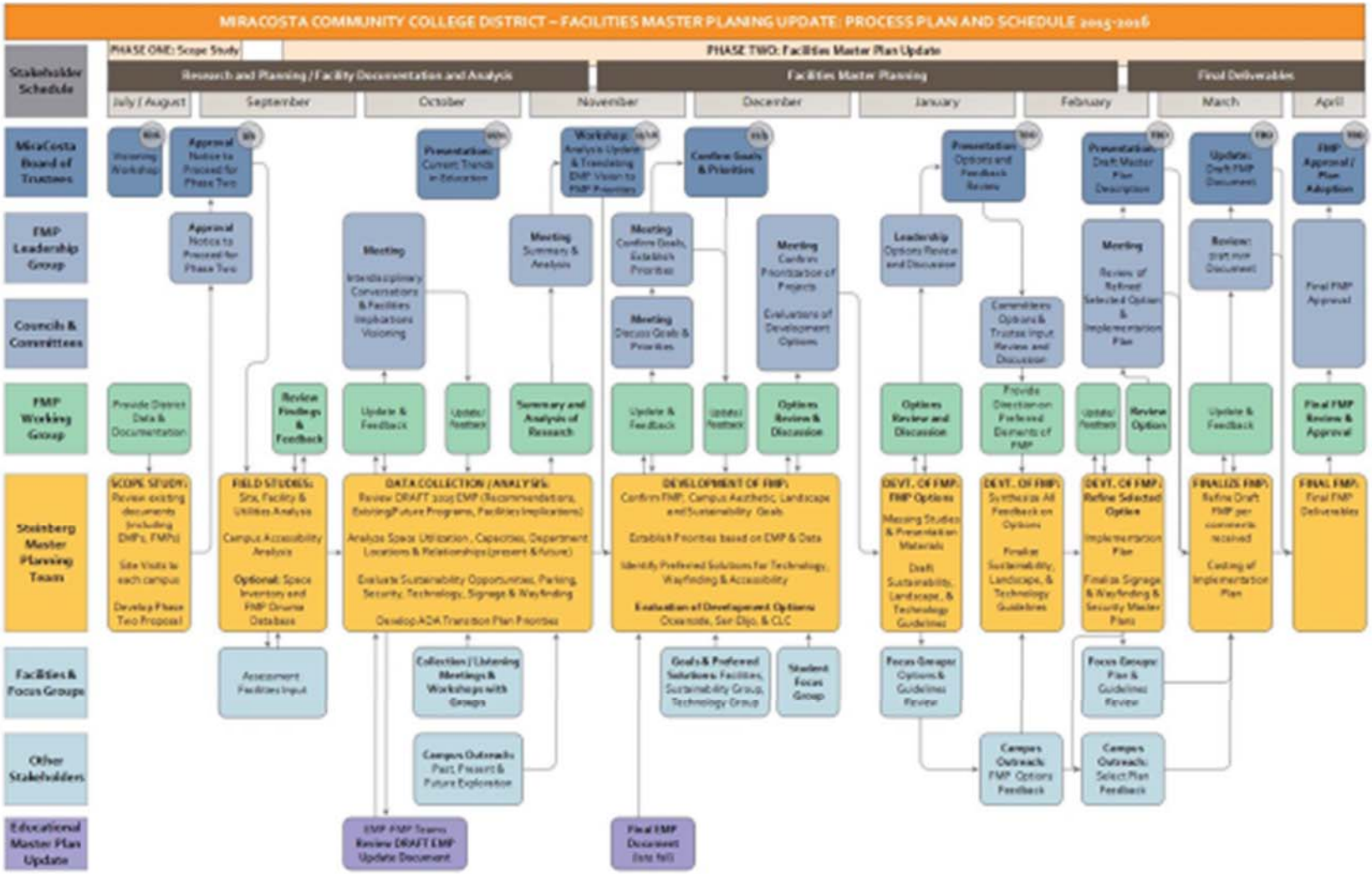
Utilities
Landscape / Grounds
Maintenance & Operations

OUTSIDE AGENCIES

Division of the State Architect (DSA)
Chancellor's Office (CCCCO)
NCTD (Transit)
City of Oceanside, Cardiff, Carlsbad
Coastal Commission

OTHER (town halls, surveys)

Campus-wide students, staff & faculty
Community Users
Chambers of Commerce


MIRACOSTA COMMUNITY COLLEGE DISTRICT – FACILITIES MASTER PLANNING UPDATE: PROCESS PLAN AND SCHEDULE 2015-2016
Stakeholder Schedule
PHASE ONE: Scope Study
PHASE TWO: Facilities Master Plan Update
Research and Planning / Facility Documentation and Analysis
Facilities Master Planning
Final Deliverables
July / August
September
October
November
December
January
February
March
April
MiraCosta Board of Trustees
Approval Notice to Proceed for Phase Two
Presentation: Current Trends in Education
Workshop: Analysis Update & Translating EMP Vision to EMP Priorities
Confirm Goals & Priorities
Presentation: Options and Feedback Review
Presentation: Draft Master Plan Description
Update: Draft FMP Document
FMP Approval / Plan Adoption
FMP Leadership Group
Approval Notice to Proceed for Phase Two
Meeting Interdisciplinary Conversations & Facilities Implications Visioning
Meeting Summary & Analysis
Meeting Confirm Goals, Establish Priorities
Meeting Confirm Prioritization of Projects Evaluations of Development Options
Leadership Options Review and Discussion
Meeting Review of Refined Selected Options & Implementation Plan
Review: draft FMP Document
Final FMP Approval
Councils & Committees
Committees Options & Trustee Input Review and Discussion
Meeting Discuss Goals & Priorities
FMP Working Group
Provide District Data & Documentation
Review Findings & Feedback
Update & Feedback
Update/ Feedback
Summary and Analysis of Research
Update & Feedback
Update/ Feedback
Options Review & Discussion
Options Review and Discussion
Provide Direction on Preferred Elements of FMP
Update/ Feedback
Review Options
Update & Feedback
Final FMP Review & Approval
Steinberg Master Planning Team
SCOPE STUDY: Review existing documents (including DMPs, FMPs) Site Visits to each campus Develop Phase Two Proposal
FIELD STUDIES: Site, Facility & Utilities Analysis Campus Accessibility Analysis Optional: Space Inventory and FMP Course Database
DATA COLLECTION / ANALYSIS: Review DRAFT 2015 EMP (Recommendations, Existing/Future Programs, Facilities Implications) Analyze Space Utilization, Capacities, Department Locations & Relationships (present & future) Evaluate Sustainability Opportunities, Parking, Security, Technology, Signage & Wayfinding Develop ADA Transition Plan Priorities
DEVELOPMENT OF FMP: Confirm FMP: Campus Aesthetic, Landscape and Sustainability Goals Establish Priorities based on EMP & Data Identify Preferred Solutions for Technology, Wayfinding & Accessibility Evaluation of Development Options: Oceanside, San Dijo, & CLC
DEVT. OF FMP: FMP Options Missing Studies & Presentation Materials Draft Sustainability, Landscape, & Technology Guidelines
DEVT. OF FMP: Synthesize All Feedback on Options Finalize Sustainability, Landscape, & Technology Guidelines
DEVT. OF FMP: Refine Selected Option Implementation Plan Finalize Signage & Wayfinding & Security Master Plans
FINALIZE FMP: Refine Draft FMP per comments received Costing of Implementation Plan
FINAL FMP: Final FMP Deliverables
Facilities & Focus Groups
Assessment Facilities Input
Collection / Listening Meetings & Workshops with Groups
Goals & Preferred Solutions: Facilities, Sustainability Group, Technology Group
Student Focus Group
Focus Groups: Options & Guidelines Review
Campus Outreach: FMP Options Feedback
Focus Groups: Plan & Guidelines Review
Campus Outreach: Select Plan Feedback
Other Stakeholders
Campus Outreach: Past, Present & Future Exploration
Educational Master Plan Update
EMP FMP Teams Review DRAFT EMP Update Document
Final EMP Document (late fall)

2015 FMP UPDATE: SCOPE OF SERVICES

Basic Facilities Master Plan (FMP) Update

1. Site Current Condition Analysis
2. Program Definition
3. Site Analysis & Development of FMP
4. Implementation Plan
5. Preliminary Conceptual Level Project Budgets
6. Final Product

Additional FMP Scope Options

- A Security Master Plan
- B Sustainability Guidelines
- C Technology Guidelines
- D Office & Classroom Space Standards
- E Parking Study

2015 FMP UPDATE: SCOPE OF SERVICES

Basic Facilities Master Plan (FMP) Update

1. **Site Current Condition Analysis**
2. **Program Definition**
3. **Site Analysis & Development of FMP**
4. **Implementation Plan**
5. **Preliminary Conceptual Level Project Budgets**
6. **Final Product**

Infrastructure Assessment
Site Analysis
Building Condition & Functional Assessment Space
Utilization & Capacity Analysis

Translation of EMP information to space

Identify new and renovation projects
Infrastructure Development / Recommendations
Campus / Site Plan Recommendations
Incorporate Accessibility Transition plan measures

Phased site plans
Schedule of proposed phases

Preliminary rough-order-magnitude project budgets

Updated Facilities Master Plan document

2015 FMP UPDATE: SCOPE OF SERVICES

Define security goals & guidelines
Identify and resolve security scope gaps
Preliminary ROM budget for implementation

Inform and develop guidelines for FMP update
Recommendations to implement 2011 goals

Develop technology guidelines
Identify and resolve technology scope gaps
Integration of new collaboration technologies

Assess current standards on campus
Provide standards benchmarking information
Develop space standards for offices & classrooms

Existing Assessment & Future projections/plans
for all three campuses

Additional FMP Scope Options

- A Security Master Plan
- B Sustainability Guidelines
- C Technology Guidelines
- D Office & Classroom Space Standards
- E Parking Study

2015 FMP UPDATE: SCOPE OF SERVICES

Basic Facilities Master Plan (FMP) Update

1. Site Current Condition Analysis
2. Program Definition
3. Site Analysis & Development of FMP
4. Implementation Plan
5. Preliminary Conceptual Level Project Budgets
6. Final Product

Additional FMP Scope Options

- A Security Master Plan
- B Sustainability Guidelines
- C Technology Guidelines
- D Office & Classroom Space Standards
- E Parking Study

Recommended Phase 2 Scope (Basic + Options):	***$450,700***
Reimbursable expenses up to:	*$ 30,000*

2015 FMP UPDATE COMPLETE SERVICES

Phase One Scope Study (Complete):	***$ 89,800***
Reimbursable expenses up to:	*$ 5,000*
Recommended Phase 2 Scope (Basic + Options):	***$450,700***
Reimbursable expenses up to:	*$ 30,000*
Total Not to Exceed:	***$575,500***

STEINBERG
LOS ANGELES
SAN FRANCISCO
SAN JOSE
NEW YORK
SHANGHAI

Subject: **Public Hearing: 3:30 p.m. – FY2016 Final Budget**	**Attachment:** **None**
Category: **Action 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

In accordance with the provisions of Education Code §58301, the governing board of each district shall hold a public hearing on the proposed budget for the ensuing fiscal year. The hearing may be concluded on the proposed budget when there are no requests for further hearing on file. The budget shall not be finally adopted by the governing board until after the public hearing has been held.

STATUS

Notification of dates and locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing has been published in accordance with the applicable Education Code sections. The public hearing on the FY2016 Final Budget will commence no earlier than 3:30 p.m. and as close to 3:30 p.m. as the business of the board permits.

RECOMMENDATION

For information only.

Subject:	Attachment:
Adopt Fiscal Year 2015-2016 Final Budget	FY2015-2016 Final Budget
Category:	Type of Board Consideration:
Action Items	Information Consent Action ✓
Recommended:	Approved for Consideration:
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

A budget workshop was conducted for the Board of Trustees on August 26, 2015, during which the board provided additional direction to incorporate into the FY2016 Final Budget.

STATUS

Today a public hearing concerning the proposed final budget is included on the board agenda. After that hearing, the board will be asked to adopt the FY2016 Final Budget. Although the term “final budget” is used, during the course of the fiscal year, transfers are made among the accounts. Additional revenues and transfers between funds and between the major object categories require board approval; transfers within the same fund and within the same major object categories do not require board approval. Major object categories are academic salaries, classified salaries, employee benefits, supplies and other small tangibles, contracts and other intangibles, facilities and equipment, and transfers.

The FY2015-2016 Final Budget is available online at:
http://www.miracosta.edu/officeofthepresident/board/downloads/FinalBudgetFY2016.pdf

RECOMMENDATION

Adopt the FY2016 Final Budget, as presented.

Subject: **Approve 2015 Substantive Change Proposal for the Baccalaureate Program in Biomanufacturing**	**Attachment:** **Document available online at the link below.**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

As an assurance of academic quality, the Accrediting Commission for Community and Junior Colleges requires colleges to notify and obtain approval of a major change to the institution that might adversely affect the capacity of the college to meet its mission.

On September 28, 2014, California Governor Jerry Brown signed into law Senate Bill (SB) 850, authorizing the California Community Colleges Board of Governors, in consultation with California State University and University of California representatives, to establish a statewide baccalaureate pilot program at no more than fifteen California community colleges. Through a resolution adopted at the December 2014 meeting, the Board of Trustees supported the submission of an application to develop a baccalaureate in biomanufacturing. On March 16, 2015, the California Community Colleges Board of Governors approved the MiraCosta College proposal for a bachelor's degree in biomanufacturing as one of the initial pilot programs.

The addition of a baccalaureate in biomanufacturing reflects a substantive change. One step in the process for submission to the ACCJC is board review and approval of the proposal as an appropriate step given the MiraCosta Community College District mission statement.

STATUS

A working draft of the substantive change proposal has been submitted to the Board of Trustees for review and approval. The development of this document has been collaboratively done and initial feedback from the ACCJC was favorable. The draft 2015 Substantive Change Proposal for the Baccalaureate Program in Biomanufacturing is available at the following link:

http://www.miracosta.edu/officeofthepresident/board/downloads/2015BaccalaureateSubchangeFINALDRAFT9-1-15.pdf

RECOMMENDATION

Approve the 2015 Substantive Change Proposal for the Baccalaureate Program in Biomanufacturing.

Subject: **Adopt Resolution No. 3–15/16 – Excuse Board Member Absence**	**Attachment:** **Resolution No. 3–15/16 – Excuse Board Member Absence**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Board Policy 2725–Board Member Compensation, and Education Code §72024 establish that a board member may be paid for any meeting when absent if the board by resolution excuses the absence for the performance of services outside the meeting for the community college district, illness, jury duty, or a hardship deemed acceptable to the board.

STATUS

Trustee Frank Merchat was absent from the regular meeting of August 5, 2015, as he was attending a conference on behalf of the district.

RECOMMENDATION

Adopt Resolution No. 3-15/16, excusing the absence of Trustee Merchat from the regular meeting of August 5, 2015.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 3–15/16
EXCUSE BOARD MEMBER ABSENCE

WHEREAS, Trustee Frank Merchat was absent from the regular meeting of the MiraCosta Community College District Board of Trustees on August 5, 2015, due to attendance at a conference on behalf of the district.

NOW, THEREFORE, BE IT RESOLVED by the MiraCosta Community College District Board of Trustees that the above-noted absence of Trustee Merchat is excused and that, in accordance with the applicable provisions of the Education Code, no reduction in monthly compensation will be made for the absence.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District of San Diego County, California, this 9th day of September 2015, by the following vote, which constitutes a majority of the Board of Trustees:

AYES:

NOES:

ABSTAINING:

ABSENT:

STATE OF CALIFORNIA)
)
SAN DIEGO)

I, Sunita V. Cooke, Ph.D., Secretary of the Board of Trustees of the MiraCosta Community College District, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly passed and adopted by said board at a regularly called and conducted meeting held on said date.

_____
Sunita V. Cooke, Ph.D.
Secretary to the Board of Trustees
Superintendent/President

Subject:	Attachment:
Rescind Old Board Policies	None
Category:	**Type of Board Consideration:**
Action Items	Information Consent Action ✓
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In October 2008, the district joined the Community College League of California (CCLC) policy and procedure service to ensure the district's board policies and administrative procedures remain current and include federal and state statutes and regulations, as well as accreditation standards.

STATUS

To eliminate potential policy conflicts between old and new policies/procedures and potential legal liabilities, the old board policies need to be rescinded. Dr. Jane Wright, consultant for the CCLC policy and procedure service, was contracted to review and compare the district's old and new policies and procedures to ensure old language is addressed in the new documents. As Dr. Wright's reviews are completed, old policies will be submitted for the board to rescind, and the related old administrative procedures will be deleted. Should content be found in old documents that needs to be incorporated into existing documents, it will be incorporated as needed, honoring Board Policy 2510–Collegial Governance and Participation in Local Decision Making.

In the chart below, the left column lists the old policies to be rescinded, and the right column indicates where the topic is addressed in new board policy.

Board Policy IV.E.1–Soliciting, Selling or Collecting	Addressed in AP 3050
Board Policy IV.E.2–Political Activity	Addressed in BP 7370
Board Policy IV.E.4–Non-district Employment	Negotiated agreements
Board Policy VII.B.1–Curriculum Development	Addressed in BP/AP 4020
Board Policy VII.B.2–Criteria and Standards for Graded Classes	Addressed in BP/AP 4020

RECOMMENDATION

Rescind old board policies as detailed above.

For information only:

Deleted Old Administrative Procedures

APIII.C-05–Approval of Art Work Purchase or Gifts
APIII.D-05.a–Planning/Budgeting Council
APIII.D-05.h–Interprogram Charges
APIII.D-05.i–Equipment Replacement
APIII.D-07.b–Billing for Accounts Receivable
APIII.D-07.c–College Acceptance of Credit Cards
APIII.D-08.b–Internal Operational Reviews
APIII.D-10–Gifts to the District
APIII.D-11–Retention of Fiscal Records
APIII.E-01.k–Reimbursement for Purchases
APIII.E-02.a–Central Receiving and Warehousing
APIII.E-02.c–Inventory of Associated Students, Trust, and Enterprise Furniture/ Equipment
APIII.E-02.d–Moving District Furniture and Equipment
APIII.E-02.e–Non-College and Off-Campus Use of District Property
A{III.E-02.f–Disposal of Surplus Property
APIII.E-03–Mail and Delivery
APIII.F-01.b–Membership in San Diego County Schools Insurance Joint Powers Authority
APIII.F-01.d–Student Insurance
APIII.F-01.e–Annual Review of Insurance Coverage
APIII.F-01.g–Proof of Insurance on Private Vehicles Used on District Business
APIII.F-03–Employees Personal Property
APIII.F-04–Antifraud
APIII.G-01.b–Disaster Plan Development
APIII.G-01.c–Disaster Plan Rehearsals, Drills, Training
APIII.G-01.d–Disaster Contingency Supplies and Equipment
APIII.G-02.b–Accidents or Illness
APIII.G-02.c–Reporting of Accidents
APIII.G-02.d–Dismissal of Classes/Employees
APIII.G-03.a–Safety Program/Responsibilities of Health and Safety Committee
APIII.G-03.b–Eye Protection Devices
APIII.G-03.e–Reimbursement for First Aid and CPR Training
APIII.G-03.f–Reporting Property Damage Accidents/Safety Hazards
APIII.G-03.g–Fire Alarm Tests
APIII.G-03.h–Exposure to Bloodborne Pathogens: Acquired Immune Deficiency Syndrome (AIDs), Human Immunodeficiency Virus (HIV) and Hepatitis B Virus
APIII.G-03.j–Workplace Violence
APIII.G-03.k–Health and Safety Program (Safety Footwear)
APIV.A-04–Personnel Records
APIV.C-02–Tax-Sheltered Annuity
APIV.C-04–Professional Development Enrollment–Fee Reimbursement
APVI.H.05–Disciplinary Action
APVI.H.09–Staff Reductions
APVIII.A-01-a.b.c.d.–a.Registration, b.Registration for Students with Disabilities, c.Licensed Vocational Nursing and Cosmetology, d.Late Registration
APVII.A-01.e.f.–a. Records, b.Instructor Records

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

BACKGROUND

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

In May 2015, the MiraCosta College Institutional Effectiveness Committee (IEC) reviewed the legislative requirements for offering the bachelor's degree and voted to recommend to all four governance councils that the word "associate" be removed from the mission statement to be more inclusive of the new bachelor's degree. In August 2015, four governance councils (Academic Senate, Administrative Council, Classified Senate, and Associated Student Government) considered and approved the IEC recommendation for the express and limited purpose of complying with the statutory requirements for colleges offering bachelor's degrees.

STATUS

Board Policy 1200–District Mission contains the college mission statement. The council recommendations were tendered to the superintendent/president's cabinet for further consideration, and the superintendent/president submitted this change to the Board of Trustees for first reading at the regular meeting/budget workshop on August 26, 2015. The board requested the addition of "undergraduate" to describe degrees available at MiraCosta College and this adjustment has been made.

RECOMMENDATION

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

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

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

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

Subject: **Board Policy 2510 – Collegial Governance and Participation in Local Decision Making**	**Attachment:** **BP 2510 – Collegial Governance and Participation in Local Decision Making**
Category: **First Reading – Board Policies**	**Type of Board Consideration:** **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 2510, Collegial Governance and Participation in Local Decision Making, is a current board policy that outlines the role of faculty, staff, administrators, and students in collegial governance. Revisions to the policy codify past practices and have been vetted by the college's governance groups and the president's cabinet. The revisions were reviewed by district counsel and have been found to be compliant with applicable law.

RECOMMENDATION

The policy will be presented on a future agenda for second review and adoption.

DRAFT

BOARD OF TRUSTEES POLICY **2510: Collegial Governance and Participation in Local Decision Making**

The Board of Trustees has the ultimate authority in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the board is committed to its obligation to ensure appropriate members of the district participate in developing recommended policies for board action and administrative procedures for superintendent/president action under which the district is governed and administered.

The board embraces the concept of collegial governance as a fundamental policy of the college, while retaining its own rights and responsibilities as the ultimate authority in all areas defined by state laws and regulations.

Collegial governance is defined as the collaborative participation of appropriate members of the college in planning for the future and in developing policies and recommendations under which the college is governed and administered.

Each constituency of the college that has responsibility and expertise in a particular area participates in the development of policies and procedures relating to that area. Such participation will bring together multiple segments of the college in instances where policies and procedures affect employees and students. It is the responsibility and obligation of members of the faculty, administration, and board to participate in the collegial process. The board also provides the opportunity and encourages classified staff and students to participate in the process.

The district's standing governance and advisory committees shall be structured to include appropriate representation by faculty, administrators, classified staff members, and students.

Except for unforeseeable emergency situations, the board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code §§3540 et seq.

Adoption History: 8/21/12, 10/22/14, _____
Reference Update: 11/14, 1/15
References: Education Code §§66700, 70901-2, 70902(b)(7), 76060, 87360, 87458
Title 5 §§53200 et seq. (Academic Senate), §51023.5 (classified and management staff), §51023.7 (students), §51025, §§73200 et seq.
Accrediting Commission for Community and Junior Colleges Accreditation Standard IV.A
Board Policy/Administrative Procedure 2015, Student Trustee

Academic Senate Role in Collegial Governance

The board recognizes the Academic Senate as the body that represents the faculty (full-time and associate) in collegial governance relating to academic and professional matters. The board acknowledges the definition of academic and professional matters to mean the following as defined in Title ~~V~~ **5** of the California ~~Administrative~~ Code **of Regulations**:

1. Curriculum, including establishing prerequisites and placing courses within the disciplines.

2. Degree and certificate requirements.

3. Grading policies.

4. Educational program development.

5. Standards or policies regarding student preparation and success.

6. District and college governance structures, as related to faculty roles.

7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.

8. Establishing policies for faculty professional development activities.

9. Processes for program review.

10. Processes for institutional planning and budget development.

11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The board will consult collegially with the Academic Senate on all of the listed academic and professional matters and, for the first ten, will rely primarily upon the advice and judgment of the Academic Senate,

At MiraCosta College, the eleventh category includes:

- **the academic calendar**
- **prioritization of full-time faculty hiring**
- **program discontinuance procedures, in alignment with program review**
- **equivalency procedures**
- **policies and procedures protecting academic freedom**
- **recommendation on tenure and professional advancement**

The board will rely primarily on the advice and judgment of the Academic Senate in these additional academic and professional matters.

Recommendation from the Academic Senate in the eleven areas listed above will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendation not be accepted. If a recommendation is not accepted, the Board of Trustees or its designee, upon request of the Academic Senate, shall

promptly communicate its reasons in writing to the Academic Senate. ~~The board recognizes the right of the Academic Senate to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. If a senate recommendation in these areas is not accepted, the board or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.~~

The board recognizes and endorses the rights and responsibilities assigned to faculty by state statutes regarding faculty personnel matters to include equal employment opportunity, hiring, evaluation, tenure review, dismissal, and administrator retreat rights.

Upon request of the Academic Senate, the board, or its delegated administrators, shall confer with the Academic Senate regarding recommendations or proposals by the Academic Senate. If parties to the discussion do not reach consensus, the Academic Senate may present its views to the board, and the board shall consider and respond to such views.

Likewise, Academic Senate representatives have the responsibility, when requested, to confer with the board's delegated administrators and to respond to their proposals and recommendations.

Individuals who represent the faculty as a whole on collegial governance issues and advisory committees unrelated to working conditions and compensation shall be recommended by the president of the Academic Senate with concurrence of the Academic Senate.

Administrator Role in Collegial Governance

The Board of Trustees defines the scope of responsibilities and delegates authority of MiraCosta Community College District administrators through job descriptions and board policy.

The superintendent/president has primary responsibility for the quality of the institution he/she leads and, as appropriate, delegates authority to administrators and others consistent with their responsibilities, and sets the goals and priorities for the institution.

Administrators shall be provided with opportunities to participate collegially in the formation and development of district policies and procedures that have significant effect on the college.

Administrators include all academic and classified administrators, vice presidents, and the superintendent/president. Administrators provide leadership and direction for the college community, facilitates collaboration and communication among departmental administrators, and serves as a resource in achieving shared goals.

All administrators have supervisory duties related to budgets, personnel, and operational responsibilities. Major governance responsibilities include the following:

A. Appoint administrators to serve on governance committees.

B. Serve as an advisory committee to the superintendent/president.

C. Make recommendations to the superintendent/president on actions by governance committees related to board policies and administrative procedures that have been routed to administrators.

D. Make recommendations to the superintendent/president on district budgets.

E. Make recommendations to the superintendent/president on district plans and accreditation self-studies that have been routed to administrators.

F. Promote the appropriate inclusion of students, faculty, and staff in making recommendations to the superintendent/president.

G. Serve as a resource to the superintendent/president, the Board of Trustees, and district faculty and staff.

Classified Senate Role in Collegial Governance

In accordance with provisions of Title ~~V~~ **5** of the California ~~Administrative~~ Code **of Regulations**, the board recognizes the right of classified employees to participate in the collegial governance of the college and further acknowledges the benefit of such participation to the college and its students.

The board recognizes the Classified Senate as the employee organization and the Classified Senate Council as the representative body of the Classified Senate for purposes of this policy section.

Classified employees are to be included in all governance and advisory committees of the college. Individuals who represent the classified staff as a whole on collegial governance and advisory committees shall be recommended by the president of the Classified Senate with concurrence of the Classified Senate Council.

The board asks supervisors to provide flexibility in work schedules to permit classified employees to participate in collegial governance activities associated with the Classified Senate and the college governance committees.

The functions of the Classified Senate are to:

A. Facilitate communication among the classified staff, the administration, the faculty, and the Board of Trustees.

B. Participate in the development and formulation of policies and practices as they relate to activities and functions of the classified staff.

C. Make recommendations to the administration and the Board of Trustees in all matters determined pertinent.

Student Participation in Collegial Governance

In accordance with Title ~~V~~ **5**, §51023.7, of the California ~~Administrative~~ Code **of Regulations**, the MiraCosta Community College District Board of Trustees affirms the role of students in the collegial governance process. The board recognizes the Associated Student Government as the representative body authorized to make recommendations to the administrators and the Board of Trustees on policies and procedures of the college that have or will have a significant effect on students. This right shall include the opportunity to participate in processes for jointly developing recommendations on policies and procedures under which the college is governed

and administered and that have or will have a significant effect on students, to the administration, and the Board of Trustees.

The Associated Student Government has the authority to select student representatives for participation on college committees, task forces, and other governance groups. The board will give reasonable consideration to recommendations of students with regard to college policies and procedures related to the hiring and evaluation of administrators, faculty, and staff members. Except in unforeseeable, emergency situations, administrators and the board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

The board acknowledges the following as areas that have or may have a significant effect on students:

A. Grading policies.

B. Codes of student conduct.

C. Academic disciplinary policies.

D. Curriculum development.

E. Courses or programs that should be initiated or discontinued.

F. Processes for institutional planning and budget development.

G. Standards and policies regarding student preparation and success.

H. Student services planning and development.

I. Student fees within the authority of the district to adopt.

J. Any other district and college policy, procedure, or related matter the board determines have or will have a significant effect on students.

The Student Trustee

The student trustee shall have the right to make and second motions at board meetings. His/her vote will be advisory. It shall be the responsibility and obligation of the student trustee to bring issues of collegial governance compliance on all matters that have or will have a significant effect on students to the board's attention.

Committee Membership

College committees, of which student representatives are members, should make efforts to accommodate student members' class schedules in planning their meeting times.

Role of Students in Hiring

A student representative may be included on each permanent full-time faculty screening committee whenever it is possible to do so. At least one student representative should be

invited to serve on screening committees for the following positions: any college vice president, any Student Services administrator, any Student Services supervisor, transfer faculty director, any counselor, and the secretary assigned to student activities.

Subject: **Board Policy 3430 – Prohibition of Harassment**	**Attachment:** **BP 3430 – Prohibition of Harassment**
Category: **First Reading – Board Policies**	**Type of Board Consideration:** ✓ **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

Revisions to Board Policy 3430, Prohibition of Harassment, were vetted through the necessary councils and committees, approved by the president's cabinet, and are now presented for a first review by the Board of Trustees.

RECOMMENDATION

For information only.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The MiraCosta Community College District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation **including acts of sexual violence**. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, **genetic information**, marital status, **sex,** gender, gender identity, gender expression, age, ~~citizenship status, parental status, veteran status,~~ or sexual orientation of any person, or military and veteran status, or because he/ ~~or~~ she is perceived to have one or more of the foregoing characteristics.

The district seeks to foster an environment in which all employees~~, and~~ students**, unpaid interns, and volunteers** feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the district also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the district determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, ~~or~~ employee**, unpaid intern, or volunteer** who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 **Discrimination and Harassment Investigations**. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the superintendent/president shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

Adoption History: 5/19/09, _____
Periodic Review: _____
References: Education Code Sections 212.5, 44100, 66252, and 66281.5
Government Code Sections 12940 and 12950.1
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., U.S. Code Annotated Section 2000e

The superintendent/president shall establish procedures that define harassment on campus. The superintendent/president shall further establish procedures for employees, students, **unpaid interns, volunteers**, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the district, its employees, students, and agents.

This policy and related written procedures **(including the procedure for making complaints)** shall be widely published and publicized to administrators, faculty, staff, ~~and~~ students, **unpaid interns, and volunteers** particularly when they are new to the institution. They shall be available for students~~, and~~ employees**, unpaid interns, and volunteers** in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. **Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.**

Subject:	Attachment:
Board Policy 5130 – Financial Aid	BP 5130 – Financial Aid
Category:	**Type of Board Consideration:**
First Reading – 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

Revisions to Board Policy 5130, Financial Aid, were vetted through the necessary councils and committees, approved by the president's cabinet, and are now presented for a first review by the Board of Trustees.

Administrative Procedure 5130 is provided for information only.

RECOMMENDATION

For information only.

The MiraCosta Community College District will provide a program of financial aid to students, which may include but is not limited to federal, state, and institutional financial-aid programs (i.e., fee waiver, grants, federal work study, and loans), and internal and external scholarships.

All financial-aid programs will adhere to guidelines, procedures, and standards issued by the funding agency ~~and will incorporate~~, **as well as** federal, state, and other applicable regulatory requirements.

~~The district, as prescribed by federal guidelines, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student-aid programs.~~

See Administrative Procedure 5130.

Adoption History:	11/17/09, _____
Periodic Review:	9/1/15
Reference Update:	4/15
References:	20 U.S. Code §§1070, et seq. 34 Code of Federal Regulation §668 Education Code §76300 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. Accrediting Commission for Community and Junior Colleges Accreditation Standard D.15

The district provides a detailed financial aid guide that includes information on:

A. Types of financial aid available.

B. Application procedures, including deadlines.

C. Student eligibility.

D. Payment procedures.

E. Overpayment recovery.

F. Accounting requirements.

G. Satisfactory progress.

This guide is made available to students in print at the Financial Aid Office and on-line at the Financial Aid Office Web page:

www.miracosta.edu/StudentServices/FinancialAid/DOWNLOADS/2010-11StudentGuideFinAid.pdf

Detailed information on financial aid is also provided in the college catalog and class schedule.

The financial aid guide is reviewed and updated annually by the Financial Aid Office.

Effective Date:	11/17/09
Reference Update:	4/15
References:	Education Code §76300 Title 5, §§58600 et seq. 20 U.S. Code §§1070 et seq. 34 Code of Federal Regulations §668 U.S. Dept. of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended Accrediting Commission for Community and Junior Colleges Accreditation Standard III.D.15

Subject:	Attachment:
Fourth Quarter Fiscal Report	1. Summary Report 2. CCFS-311Q Fourth Quarter
Category: Information	**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

Title 5, Section 58310 of the California Code of Regulations requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district's financial condition at least once every three months. Such report is to be prepared on forms provided by the Community College System Office and submitted to the appropriate county offices and System Office no later than forty-five days following the completion of each quarter. The certified report is to be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

STATUS

The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q. The CCFS-311Q is a quarterly financial status report required by the Chancellor's Office. The fourth quarter report for the period ending June 30, 2015, is attached. The guaranteed investment contract was established as a reserve as required with the issuance of the lease revenue bonds in 1999.

RECOMMENDATION

For information only.

TO: Dr. Sunita Cooke, Superintendent/President

FROM: Charlie Ng, Vice President, Business and Administrative Services

DATE: September 9, 2015

SUBJECT: Quarterly Fiscal Overview, Quarter ending June 30, 2015

Introduction: This memo will summarize the district's Unrestricted General Fund actual-to-budget status as reported on the state's CCFS 311Q *Quarterly Financial Status Report* and the total district's cash and investment status as reported on the district's detailed *Quarterly Report of Investments*.

Actual-to-Budget, CCFS *Quarterly Financial Status Report (September 9th docket)*

Revenues

- FY15 Adopted Budget $97,414,748
- FY15 Projected Budget $99,203,524
- FY15 Actual as of June 30 $99,203,524

Expenses

- FY15 Adopted Budget $100,792,414
- FY15 Projected Budget $97,569,599
- FY15 Actual as of March 31 $97,569,599

Cash Deposits and Investments, *Quarterly Report of Investments (September 9 docket)*

- Cash in the County pooled investment fund (combined funds)
  - Amount: $43,161,259
  - Rate of Return; .48%
- Cash in bank deposits
  - Amount $1,235,765
  - Rate of Return N/A (credits against services)
- Cash in CDs and Money Market instruments
  - Amount: $562,650
  - The rates vary from .15% to .40%
- Guaranteed Investment Contracts
  - Amount $318,777
  - Rate of Return .01%

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2014-2015

District: (050) MIRACOSTA

Quarter Ended: (Q4) Jun 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
I.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,685,502	91,262,861	93,458,641	99,186,068
A.2	Other Financing Sources (Object 8900)	254,709	201,940	165,044	17,456
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	86,940,211	91,464,801	93,623,685	99,203,524
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	85,802,725	84,363,318	88,207,791	90,636,084
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,957,149	2,858,785	5,503,175	6,933,515
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	88,759,874	87,222,103	93,710,966	97,569,599
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	-1,819,663	4,242,698	-87,281	1,633,925
D.	**Fund Balance, Beginning**	15,149,979	13,330,316	17,573,014	17,485,733
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	15,149,979	13,330,316	17,573,014	17,485,733
E.	**Fund Balance, Ending (C. + D.2)**	13,330,316	17,573,014	17,485,733	19,119,658
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15%	20.1%	18.7%	19.6%

II. Annualized Attendance FTES:

G.1	**Annualized FTES (excluding apprentice and non-resident)**	10,525	10,901	10,948	11,090

		As of the specified quarter ended for each fiscal year			
III.	**Total General Fund Cash Balance (Unrestricted and Restricted)**	2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		21,646,354	22,378,404	25,294,140
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	18,173,776	21,646,354	22,378,404	25,294,140

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	97,414,748	97,774,748	99,186,068	101.4%
I.2	Other Financing Sources (Object 8900)	0	10,000	17,456	174.6%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	97,414,748	97,784,748	99,203,524	101.5%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,862,409	95,174,429	90,636,084	95.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,930,005	6,930,005	6,933,515	100.1%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	100,792,414	102,104,434	97,569,599	95.6%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-3,377,666	-4,319,686	1,633,925	
L	Adjusted Fund Balance, Beginning	17,485,733	17,485,733	17,485,733	
L.1	**Fund Balance, Ending (C. + L.2)**	14,108,067	13,166,047	19,119,658	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14%	12.9%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: ***(If multi-year settlement, provide information for all years covered.)***

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								

Year 3:								

** As specified in Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?	**NO**
Next year?	**NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

The Classified Senate approved the substantive change report on the biomanufacturing bachelor's degree and the minor change to the district's mission statement at the August 18, 2015, meeting.

Also approved was the new classified professional development criteria, increasing the amount of professional development funding from $500 annually per employee to $800.

The Classified Senate is planning three activities for the fall: beach bash get-together at the Oceanside Harbor, a Chargers game, and the holiday luncheon. Classified Senate plans to raise funds at the Chargers event and the holiday luncheon for the classified-sponsored student scholarships. These social events are a great opportunity to faculty, staff, and administrators to comingle outside of work and raise money for students.

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

Academic Senate Meetings

August 7, 2015 – Regular Meeting

- Approvals
  - Substantive change proposal to offer a baccalaureate in biomanufacturing
  - Revised mission statement for MiraCosta College

August 28, 2015 – Regular Meeting

- Approvals
  - Academic Calendar 2016–2017
  - Online Education Plan
  - Administrative Procedure 5110 Counseling

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

JULY–AUGUST HIGHLIGHTS

Letters and Communication Studies (Dana Smith)

The Letters departments collectively constitute a significant source of educational excellence for students. Nearly 1,200 hours of instruction are offered to students each year, with over 300 sections scheduled across seven disciplines (English, reading, humanities, literature, linguistics, ESL, and special education).

Comprised of three departments (Letters, Transfer + Letters, Pre-Transfer + ESL), Letters is the departmental home to twenty full-time and over fifty associate faculty. Often as leaders, Letters faculty actively contribute to initiatives, programs, and committees that span the college and influence the academic experience. Consider the list: Achieving the Dream, learning communities, accelerated English, Puente, Academic Senate, Honors Scholar Program, Lodestar, new faculty orientation, *Tidepools*, Student Success Committee, Professional Development Program, Professional Growth and Evaluation Committee, Courses and Programs Committee, NCHEA, Service Learning, the statewide Online Education Initiative, Literature 120 for veterans and active-duty military, and Healthstart for students interested in allied health careers. The commitment of the Letters departments to student success at MiraCosta College is deep, wide, and strong.

Career Studies and Services (Dr. Al Taccone, Donna Davis)

August always brings a flurry of activity to the Career Center. While fifty-four students were concluding summer internships, another fifty began the process of applying for fall internships and nearly 100 students began new jobs as student workers.

Career Center faculty and staff shared information and success tips with several groups of students, including student ambassadors, honors navigators, peer educators, new international students, first year students attending Welcome Days events, and students and community members attending the Horticulture Department open house.

Finally, the department settled into its new location in OC4700. Faculty and staff stopped by during flex week to say hello, enjoy a treat, and learn about resources that can help students make informed and intentional career decisions.

Library (Dr. Mario Valente, Michelle Ohnstad, Jennifer Paris)

Online streaming media collections available through the Library have been expanded for the new academic year. Academic Video Online Premium is an upgraded collection that doubles the number of video titles available to students and faculty, at over 44,000 videos. Additionally, a collection of online nursing videos from Films on Demand is now available with support from Perkins Grant funding. Other new online library resources include expanded eBook reference and handbook collections and significant enhancements to the Library's "single search" tool, which simplifies a student's experience cross-searching many library databases at once. Please visit library.miracosta.edu to learn more.

The Library is pleased to begin offering students self-reservation of study rooms this fall via a web app called *LibCal*. Links appear on the Library website and on signage and bookmarks. The Library has also unveiled a children's literature section in the leisure reading area of the Oceanside Library. Students, faculty, and staff with children are encouraged to browse and check out this collection of high-quality picture books. A similar section will soon be available at the San Elijo Campus Library.

School of Arts and International Languages (Jonathan Fohrman)

It is always remarkable to watch the campus make the sudden transformation from the idyllic wildlife refuge it seems to become during the term break into the hive of activity that begins during flex week. In the School of Arts and International Languages, the start of the semester involves a wide array of auditions for placement in various performing arts classes, not to mention auditions for the first play of the season. Some programs, such as music, hold information sessions for prospective students, and orientation and academic advising sessions for music majors. All programs were busily engaged in meetings, workshops, and preparation for the semester.

International Languages

Department Chair and Professor of Italian Andrea Petri submitted a grant proposal to the National Endowment for the Humanities (NEH) for consideration for funding under the NEH's new "Humanities Initiatives at Community Colleges" funding stream. The nearly $100,000 request, which was written in close collaboration with Dr. Clorinda Donato (professor of French and Italian at CSU Long Beach), proposes to develop and implement curriculum leading to a new certificate in romance languages, literatures and humanities at MiraCosta College. These courses represent a new, innovative, research-based approach to language acquisition in which students learn "intercomprehension" across multiple languages. The courses would be designed with Spanish-speaking students in mind, and would provide accelerated learning of French, Italian, and Portugese, while also having the potential to include Romanian and Catalan. By designing the courses to make use of the preexisting linguistic knowledge of Spanish-speaking students, this method offers accelerated learning and is designed to enable enhanced student completion and success. Students would be able to read literature across numerous languages and cultures, gaining exceptionally expanded humanities outcomes and intercultural competencies, and access to new career and educational pathways in the increasingly global 21st century. This is a truly exciting development, and MiraCosta may be one of the first community colleges to offer such an option. This fall semester, the program is

just launching a new course in Italian for Spanish speakers, which is founded on this same methodology, and is reflective of the department's initial steps into this exciting field.

Honors Scholar Program (Dana Smith, Christopher Sleeper)

Fifteen honors students participated in the first Honors Scholar Program Campus and Culture experience of the year. Campus and Culture events focus on three honors values: a passion for transfer success, love of learning, and commitment to camaraderie and community, and integrates these values all into one event. The day started with a tour of UC Irvine, including two different housing complexes. Students later met with representatives of the UCI Campuswide Honors Program and the UC Irvine Transfer Center. Students also had the opportunity to investigate individual disciplines during the visit. After the visit to UC Irvine, students experienced the legendary Pageant of the Masters Art Festival in Laguna Niguel. What made the event extraordinary were the personal recollections shared by one of the honors students who had participated in the performance of 'tableaux vivants' or 'living pictures' as a youth. By the end of the day, all of the students were very comfortable with one another and socializing as a true community.

Forty students participated in the fourth annual Honors Scholar Program Boot Camp. This year's honors boot camp was designed with the central premise of providing students in the program with skills to perform better in honors classes. The event's secondary goal was to provide an opportunity for honors students to feel more comfortable with professors, fellow honors students, and the expectations of the program. This year's retreat took place over two days. Students received excellent workshops led by Dr. Lise Flocken and honors instructional faculty that focused on research, writing, and communication skills. The community spirit of the Honors Scholar Program shined brightly during lunches and special workshops led by the student navigators. Many of the students bonded so well over the event that later they went to a rock climbing gym to experience even more camaraderie and community.

AB86/Adult Education Block Grant (Dr. Nikki Schaper, Krista Warren)

The Coastal North County Adult Education Consortium (CNCAEC) membership team continues to meet weekly at the MiraCosta College Community Learning Center. Work continues to be focused on plans to pilot MiraCosta College Adult High School classes offered at Sunset High School. Four classes are being offered this fall 2015 semester, English and history in term one and English and algebra in term two. On August 11 and 12, continuing adult high school students from San Dieguito Union High School District, as well as any interested students from the community, had the opportunity to apply, be assessed, have an orientation and counseling meeting, and enroll in these classes at Sunset High School. These orientation and registration opportunities were organized well, with the second day serving about a dozen potential students. Faculty assigned to teach these classes are working closely with the principal from Sunset High School, who has prepared the dedicated classroom with MiraCosta College signage, a computer projector, a projector screen, desks, whiteboards, locked cabinets, and storage shelves. The MiraCosta College Bookstore arranged to bring book sales for the piloted classes to Sunset High School for the first two weeks of classes and the support staff of the Community Learning Center (CLC) brought books for rent to the Sunset High School location. The continued collaboration, the positive response, and teamwork of all involved has been seamless with lessons learned that will better serve students in the future. Full-time faculty from MiraCosta College noncredit programs are collaborating with associate faculty to further develop and align adult education curriculum in various adult education program areas, including courses in ESL, short-term CTE, and for adults with disabilities. The consortium has recently hired a part-time interim research analyst for noncredit who is working

on developing data dashboard tools, the resource allocation rubric, and has also started gathering qualitative research based on students field notes, which reflect successes and challenges as the students work toward achieving educational goals.

The CNCAEC continues to work to develop governing processes for allocation and program decisions, and processes for continuing to be transparent in community efforts to implement these newly funded adult education plans. The plans that resulted from the work on AB86 will be funded and implemented through the Adult Education Block Grant (AEBG), with guidance from the newly approved legislation of AB104. The allocation for the consortium is still pending.

The program areas have changed slightly with the addition of two student groups and are now as follows:

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants eligible for educational services in citizenship, ESL, and workforce preparation.
3. Programs for adults, including but not limited to older adults, which are primarily related to entry or re-entry into the workforce.
4. Programs for adults, including but not limited to older adults, which are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
5. Programs for adults with disabilities.
6. Programs in career technical education that are short term in nature and have high employment potential.
7. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Department of Apprenticeship Standards for the occupation and geographic area.

With the addition of the two new program areas (#3 and #4 above) the consortium membership is now discussing new and revised opportunities that could offer additional education opportunities to adult learners in the region.

The Coastal North County Adult Education Consortium Plan is found on the MiraCosta College Continuing Education webpage using the following link:
http://www.miracosta.edu/instruction/ab86/downloads/CNCAEC%20Q4%20%20FINAL.pdf

Community Education and Workforce Development (Dr. Nikki Schaper, Linda Kurokawa)

The first cohort of engineering technology students graduated on July 24. The graduation was attended by students, family members, and San Diego County industry representatives. The first class was conducted as a pilot program and only six students participated. Of those six students, three have already obtained jobs within the first three weeks of graduating.

College for Kids concluded its summer program with 1,195 enrollments, 808 unique individuals, and a revenue total of $141,303.

Regular Community Education summer session classes ended in August with an enrollment of 1,404 participants enjoying 139 classes with total revenues of $461,789. This total does not include College for Kids, driver education, motorcycle safety, English Language Institute, or workforce development programs.

The Technology Career Institute (TCI) hosted several events during August. A Maritime Alliance OceanSTEM seminar was attended by approximately thirty industry representatives from companies all over San Diego County. The Oceanside Chamber of Commerce held its annual August mixer event at the TCI with over forty-five people in attendance. Tours of the facility were provided.

Noncredit Student Support and Success Program (Dr. Nikki Schaper, Shannon Ilas)

The advisory committee for noncredit SSSP is putting the final touches on the plan for 2015/16. Adult high school, noncredit ESL, short-term vocational, and counseling provided input in the areas of orientation, testing, and advisement. Each department identified gaps in services to students and created an action plan to address those gaps. Changes to date include an easier to access webpage and application, processing continuing students while class is in session, and providing refreshments and student ambassadors during registration to answer questions and help new students feel welcome. Students were surveyed during the registration process and the advisory committee is working towards addressing the trends identified in the survey.

Outreach continued to the community, with outreach staff attending events such as, “Take Back the Night”, at local community centers and libraries. Materials were disseminated to Gear Up parents and outreach staff will be attending welcome back events at local schools to further help parents reach their own educational goals.

Small Business Development Center (Dr. Nikki Schaper, Sudershan Shaunak)

Helping Small Businesses Work with Government Agencies

On August 14, seventy-six entrepreneurs participated in a “meet the buyers” seminar hosted by the City of Poway to learn more about doing work with government agencies. Several local, state and federal agencies sent buyers to the event. Poway Mayor Steve Vaus and State Assembly Member Brian Maienschein, along with representatives from the offices of County Supervisor Dianne Jacob and State Senator Anderson also participated in the event.

Third Six-Week Business Startup Series.

Nineteen “budding entrepreneurs” started a six-week business startup program. This program is supported by KIMCO Realty, the nation’s largest commercial real estate management company. KIMCO is looking for viable businesses in the retail, service, and restaurant industry, excluding franchises.

Upon graduation from the SBDC’s six-week business startup program, entrepreneurs would be eligible to meet with a KIMCO representative. If KIMCO is satisfied with the entrepreneur’s business plan, KIMCO would then offer the entrepreneurs one year, rent-free space in one of the KIMCO malls. The tenant would only be responsible for paying the common-area maintenance dues.

Student Learning Outcome Assessment Committee (Dr. Mary Benard, Shannon Gracey)

The Student Learning Outcomes Committee (SLOAC) is in the process of refining the SLO process. To that end, the committee has created a SLO manual that outlines the SLO processes at MiraCosta, and provides information regarding the writing and assessment of SLOs at the course and program levels. SLOAC is also investigating the feasibility of merging

the GE and CTE outcomes with existing institutional outcomes. SLOAC is participating in a retreat for department chairs and SLO leads on September 17. The goal is to coach faculty in how to provide a venue for and document departmental dialogue. This in turn will lead to program, school, divisional, and institutional dialogue, so that the college can continue to make data-driven decisions at all levels. The five institutional student-learning outcomes (ISLO) assessments will be complete at the close of the spring 2016 semester. SLOAC is in the process of disaggregating data from the assessments for critical thinking and problem solving, and global awareness relating to discipline, ethnicity, age, and more. This report will be ready by the end of September.

Math Learning Center (Carlos Lopez, Scott Fallstrom)

The Math Learning Center (MLC) completed summer term on August 6. During peak times, the numbers were higher than last summer (58 to 54). It is important to note that this was the first summer in years that the MLC has been open at San Elijo to provide support for students; also, many courses were held at Sage Creek High School because of the classroom renovations in Building 3500 and 3600. Those students would have to drive to a different location for tutoring, office hours, and most other services. It seems that students living closer to San Elijo used that MLC, which led to increased San Elijo numbers and a small decrease in the Oceanside Campus MLC numbers. The data is useful for planning next summer's schedules to help more students.

This fall, the MLC opened on August 24 to help students on the first day of class. MLC staff held some review sessions during flex week, and will hold some additional review sessions for students in Math 30 and Math 64 during the first week of class as well. The MLC has worked with TASC over the summer to be sure there will be tutoring support provided in both areas (MLC and TASC) for the new Math 52 course, a new path for students who are pursuing statistics as the terminal transfer-level math course.

In pursuit of achieving educational dreams and goals, highly qualified student tutors traditionally transfer and move on, leaving new tutoring positions open to other students. As a result, the MLC is looking to hire or rehire up to 25 students to work at the two campuses and provide extremely-high-quality support for students at all levels.

Computers at both campuses have software updates and MLC staff created a new website for students to quickly find handouts, hours, and contact information. This will be a great fall term!

Tutoring and Academic Support Center (Carlos Lopez, Dr. Edward Pohlert)

Over July and August, forty new tutors were hired and trained by the Tutoring and Academic Support Center (TASC). Tutor training was held at the Community Learning Center this year due to much construction on the Oceanside Campus. The TASC staff warmly welcomed a staff of eighty new and returning tutors. Over the course of two days, Dean Carlos Lopez and President Sunny Cooke shared their tutor narratives and how it shaped their futures. In addition, Biological Sciences Department Chair Julie Haugsness-White provided inspiration in closing out the training sessions. TASCs are partnering with biological sciences to provide support to anatomy open labs, test review sessions, and all other biology courses. The long-standing partnership between TASC and the Chemistry Department continues to provide more than thirty hours of weekly chemistry drop-in tutoring support between the Oceanside and San Elijo campuses.

The First Year Experience (FYE) Program is working collaboratively with new Coordinator for Access and Equity Christine Sidela. With excellent leadership from FYE Specialist Alfredo Ahumada, FYE enrolled forty-eight new students into fall 2015 basic skills ACE, math, and counseling courses.

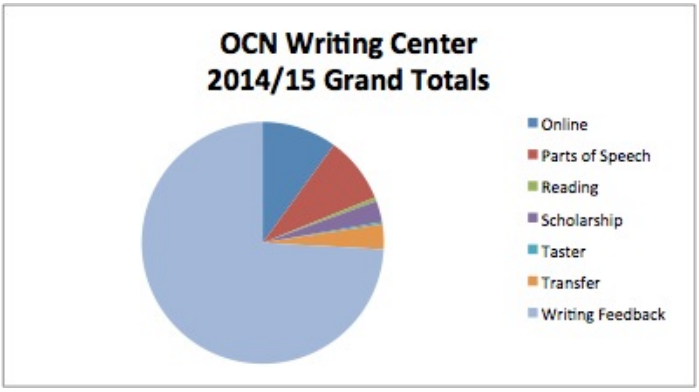
Reentry Specialist Jon Fuzell facilitated a successful video narrative of re-entry students and a faculty flex workshop inclusive of a student panel. Re-entry students are a disproportionately impacted group within the MCC student equity plan and innovations and interventions are needed to improve and enhance student success with this student group.

A new SDICCCA intern, Erika Vasquez, will work jointly with the Community Learning Center site administrator and Dean Nikki Schaper and Faculty Director Edward Pohlert to strengthen the pipeline from noncredit to credit.

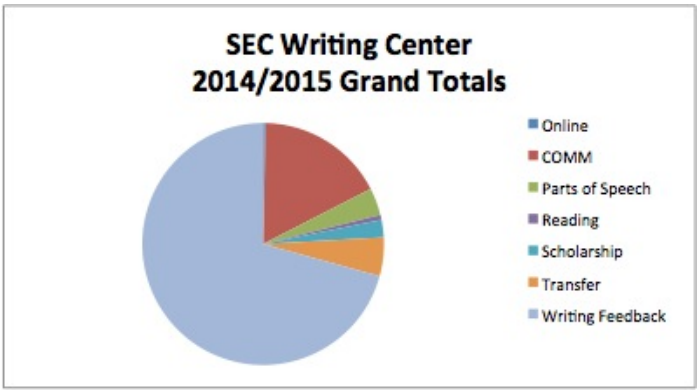
Writing Center (Carlos Lopez, Denise Stephenson)

The charts below shows the number of writing sessions with students in 2014/15. The charts demonstrate that students at San Elijo Campus seek different Writing Center services than those at Oceanside Campus. San Elijo students used eleven percent of all appointments, yet only used five percent of the parts-of-speech sessions, but nearly twenty percent of transfer sessions. The goal is to increase San Elijo Campus usage in the coming year by learning more from the students about what services are desired. Please note that communications is only offered at San Elijo Campus at this time as a pilot project.

2014/15 OCEANSIDE	
Online	397
Parts of Speech	352
Reading	21
Scholarship	112
Taster	12
Transfer	132
Writing Feedback	2944
Total	**4687**



2014/15 SAN ELIJO	
Online	2
Communications	103
Parts of Speech	22
Reading	4
Scholarship	14
Transfer	31
Writing Feedback	425
Total	**601**



Nursing and Allied Health (Sandy Comstock)

The Nursing and Allied Health Department is happy to inform the Board of Trustees that Lillian Edwards, director of the surgical technology program, has been appointed and officially

confirmed as a member of the Academic Senate for California Community Colleges (ASCCC) Educational Policies Committee for 2015/16.

The graduates from the last ADN cohort continue to be in the process of taking the state board exam. The Board of Registered Nursing has been exceptionally slow this year in getting the graduates tested so results have not yet been received.

Preparations for the associates degree in nursing (AND) program self-study have been ongoing all summer. In spring 2016, the program will have a reaccreditation visit by the Board of Registered Nursing. The exact dates for the site visit in March will be determined in the next few months.

I**nfrastructure Services and Systems** (Dr. Mario Valente, Steve Schultz)

The ISS team continues to enhance and upgrade production and efficiency on district systems. Some of the notable projects completed this month include:

- Emilio Mejares completed the installation of the PeopleSoft campus solutions bundle upgrade 38. PeopleSoft delivers application software packages called "bundles" four times per year (quarterly). A bundle release contains four elements: new software features, capability enhancements, fixes for known issues, and regulatory compliance items.

- Bryan Rocker and Brian Fitzwater installed new network switches and wireless access points in the newly remodeled classrooms on the Oceanside Campus. The new switches have additional security features and the new wireless access points increase both wireless coverage and capacity in the remodeled classrooms. Rocker and Fitzwater will continue to roll out new access points at all district sites over the next several months with the goal of increasing wireless coverage and capacity at all district locations.

- Over the summer, Anthony Ginger upgraded the MiraCosta virtual desktop environment to version 6, ensuring students and staff have remote access to most onsite computer resources at all times.

- Karen Brown completed an upgrade of 25Live, which is the software the district uses for online scheduling of classrooms and other spaces. This upgrade allows for increased functionality, enhanced speed, ease of use, simplified publisher/calendar feeds, and improved reporting tools for users and schedulers. Additionally, one of the biggest features of the new version was the automated routing of requests to specific location schedulers. This feature will allow for faster processing of requests and ease of the workload on district schedulers.

Client and Instructional Services (Dr. Mario Valente, Abdy Afzali)

This team had a busy summer. Computer replacements and relocations were the name of the game! The Instructional Computing group installed thirty new or replacement faculty computers; installed one hundred eighty-four new computers in nine computer labs; relocated forty-two workstations for staff, administrators, and faculty counselors in the OC4700 and OC3700 building remodels; and lab software in multiple computer labs were upgraded as required for classroom instruction.

The media services team remodeled seventeen technology-enhanced classrooms (TEC) in Building OC3500, OC3600, and OC4800 to fully integrated digital systems, and in addition, these classrooms also have newly designed audio/visual instructor teaching podiums.

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

Student Success

Student Equity and GEAR UP collaborated this summer to offer two college-credit communications courses to GEAR UP sophomores from Oceanside and El Camino high schools. Fifty-seven of the fifty-nine students completed the course successfully. This program was so successful that it will be repeated for GEAR UP cohort 2 in summer 2016.

Admissions and Records

With the end of the summer term, all end-of-term processes were completed in record time, including adjusting all of the course repeats and dropping students for unmet prerequisites. This increased efficiency in processing allowed staff to contact students who did not pass their summer classes to offer them the alternate opportunity of taking English and math placement exams and, as a result, eight students were able to retain their fall 2015 class schedules!

All spring certificates and diplomas have been mailed, including 719 associate degrees, 116 associate of science degrees, and 732 certificates of achievement. To date, 9,367 applications have been processed for fall, and both headcount and full-time equivalent student numbers are up compared to fall 2014.

Staff participated in the very successful Welcome Week activities.

The official launch and advertising campaign for myEdPlan is underway. The program is now available for use by students, counselors, and all support staff. While there are still a few improvement requests and minor bugs that need to be addressed, the system is very robust and staff and students alike are already finding it very helpful.

College Police

College Police completed the fifteenth rape-aggression defense-training course this month. The course is offered three times per year to students, staff, faculty, and the public (if space is available) free of charge. The twelve-hour course teaches females how to prevent and defend

themselves against an attacker. Approximately 120 women have completed the course over the past eight years.

Counseling

The Counseling Department is enthusiastically greeting new students through mobile counseling in various “hotspots” around campus, such as the Admissions and Records and Financial Aid office areas. To accommodate students who need educational plans in order to have registration priority, Building 3700 was rearranged to provide more space for general counseling. The department is enjoying and maximizing the use of the larger space in Building 3700 to meet student needs.

Counselor Wendy Horton represented MiraCosta College at the Southern California baccalaureate degree student services workshop at Rio Hondo College. Several counselors presented workshops and provided counseling to new students during Welcome Days.

DSPS

DSPS counseling and service appointments during August were to capacity with nearly 700 student appointments and points of contact. Likewise, drop-in counseling is projected to be extremely busy the first two weeks of classes. The current wait time to schedule an appointment is about two weeks. Approximately 209 students have completed Service Authorizations to establish services and accommodations for the fall semester, with nearly 120 students completing the process in August. Accommodations have been arranged for over 600 class sections.

EOPS

EOPS received full restoration of funds for the 2015/16 academic year, permitting restoration of some of the services that were cut in 2008. The restored funding will also permit EOPS to increase the number of students served. Two hundred eighteen new EOPS students have been admitted over the summer and have received a comprehensive educational plan. Five hundred fifty book vouchers have been approved for fall 2015 so far. The goal of EOPS is to serve about 650 (or more) unduplicated students during the academic year. EOPS is welcoming a new team of student workers that will serve as tutors and EOPS peer mentors.

The Textbook Loan Program has processed about 750 applications and approved 515 textbooks for fall 2015. In order to assure that students receive their approved textbooks prior to the beginning of the semester, the Textbook Loan Program was open the Saturday before the start of classes.

Financial Aid

The Financial Aid Office is in full swing processing files and answering student questions for the 2015/16 academic year. Staff conducted Welcome Week presentations and attended flex week workshops in an effort to support student success.

2015/16

- Unduplicated FAFSA (Free Application for Federal Student Aid) ISIRs (Institutional Student Information Report) received to date: 12,090 (includes students who chose not to enroll at MiraCosta College)
- Students waiting to be awarded: 781

- As of August 24, the processing time for a student's file is 3.5 weeks.
- Number of BOG (Board of Governor's) fee waivers granted to date: 6,641, for a total of $3,053,981 in waived fees
- CA DREAM APP students (BOG or Cal Grant): 230
- In-person, phone, or email contact with 7,124 students (July 20–August 14)

2014/15 (final academic year figures):

- Unduplicated FAFSA ISIRs received to date: 17,201 (includes students who chose not to enroll at MiraCosta College)
- Number of BOG fee waivers granted to date: 9,540, for a total of $7,173,616 in waived fees
- CA DREAM APP students (BOG or Cal Grant): 239

Institute for International Perspectives (IIP)

As of August 21, the current international student enrollment for fall 2015 is 253, the largest in MiraCosta's history. Eighty-six new students enrolled for summer/fall 2015. New student orientation was held on August 12 and 13, with sixty-five students from twenty-three different countries. Thirteen new students with four peer leaders and Aubrey Kuan visited the Oceanside Pier at the end of orientation. New students arrived from Australia, Brazil, Cambodia, China, Congo, Great Britain, Honduras, Hungary, Korea, Japan, Lebanon, Mexico, Russia, Malaysia, Mexico, Nepal, Tunisia, Turkmenistan, Taiwan, Sweden, Vietnam, United Arab Emirates, and Yemen.

Intramural and Intercollegiate Athletics

The Athletic Department had a very busy August preparing for fall semester. The annual student-athlete orientation had nearly 100 students in attendance. Orientation topics included eligibility, decorum, safety, and conduct.

A free, pre-participation physical was offered to student-athletes to prepare them for their first day of practice, which was August 15. Teams currently in season include men's soccer, women's soccer, and women's volleyball.

The Intramural Sports Program is preparing the fall schedule. The program will offer over 30 events for enrolled MiraCosta students to participate in at no cost. Last year, the program worked with the EOPS Department to host an event. This year the program is in discussion with the veteran's support program and has also reached out to Puente, Umoja, and BSU. Events include kayaking, hiking, tennis, basketball, volleyball, flag football, soccer, and more!

School Relations and Diversity Outreach

Twenty-two student ambassadors were hired and trained in August. Ambassadors received training from various MiraCosta faculty, staff, and community partners and took tours of the Oceanside, San Elijo, and Community Learning Center campuses. They also participated in a three-day team-building retreat in Idyllwild.

During the first week of fall classes, ambassadors were placed at Sage Creek High School to help students find their MiraCosta classrooms.

Service Learning

During the summer months, Service Learning Coordinator Bea Palmer visited various community partners. These visits helped strengthen partnerships and identified service opportunities for both course and co-curricular needs. The fall 2014 and spring 2015 student essays were evaluated and selected for the annual *Reflections* publication.

The interim coordinator hired a team of eight work-study and program-paid students to help promote service learning and civic engagement opportunities. The students will adopt one Title I school and one nonprofit organization of their choice. The mission is to provide service, learn about the service/civic engagement opportunities at the sites, and promote those needs with other service-learning students during college hour, classroom presentations, and through other on-campus events or activities. Students will also learn to coordinate service-learning events such as the volunteer fair, Make a Difference Day, and Scare Away Hunger.

Two flex workshops were conducted, and as a result, six faculty members have included service learning in their courses. These workshops highlighted the work of two professors, Aubrey Kuan and Steven Traugh, and included first-hand experiences from students and their service learning and civic engagement. The Service Learning staff attended a service learning mini-conference at Cal State San Marcos.

Student Activities and Student Government (ASG)

Oceanside Campus

The Student Activities Office (SAO) hosted two major activities. First, a summer session of the Emerging Leaders Institute was held on the Oceanside Campus and included twenty-nine participants. Second, ASG members went on retreat to Angelus Oaks, California, where the group focused on team building and members' roles within the student senate.

The Student Center Advisory Committee has asked the district's architect to provide three renderings/options for remodeling the clubroom space.

San Elijo Campus

The past months have been full of activity preparing for the fall semester and training student leaders for their impending duties. In doing so, the SAO provided several campus tours to new and prospective students, as well as to new student ambassadors and ASG leaders.

This month, the staff zeroed in on opportunities to build a firm foundation for student leaders. The staff met with leaders to plan upcoming college hours, attended two off-campus retreats to further that goal (ambassador and ASG retreats), and offered a team-building workshop at both retreats. In addition, the SAO San Elijo staff collaborated with the San Elijo Campus dean to establish out-of-the-classroom activities for students enrolled in First Four, a series of activities designed to fully engage that population. The first activity will take place at the end of the first week of classes. When the students arrive on the first day of class through the third week of classes, the campus will be flooded with marketing material regarding opportunities for students to become involved in clubs and organizations, college hour, the breakfast club and meet-n-greets on the deck.

Student Equity

Planning for the 3rd Annual Barrio Empowerment Through Education event is underway. Barrio Empowerment is slated for Friday, November 13. Administrators from Oceanside, Ocean Shores, and El Camino High Schools have confirmed student availability for that date.

Cristine Sidela, Student Success Coordinator- Academic Success & Equity Programs, started on July 27. Ms. Sidela is a recent graduate of SFSU with a Master of Science in Counseling. Prior to coming to MiraCosta, Ms. Sidela worked in counseling and equity-related projects at Bay Area universities and community colleges.

Planning for Rally Week and the Umoja Soul Fusion fundraiser is in progress and they are largely student-led efforts. The Umoja Kick-Off event will take place on August 28 and will promote student community building. Puente and First Year Experience have recently held successful and well-attended welcoming events.

Dr. Wendy Stewart, Dr. Bridget Herrin, and JP Schumacher attended the Minority Male Community College Collaborative and the Region X Student Equity Conference in late July, acquiring invaluable information on enhancing support for male students of color and learning about promising, effective Student Succes s and Support Program (SSSP) and student equity initiatives at fellow Region X colleges.

The Student Equity Department is reviewing progress toward the goals, activities, and outcomes outlined in the MiraCosta Student Equity plan. An updated plan is due with Board approval to the Chancellor's Office in early November.

Representatives from Cuyamaca, MiraCosta, San Diego City, and Southwestern Colleges met at the San Elijo campus in early August to plan a regional equity week. Scheduled for late March or early April, equity week will include discussions on how to strengthen an equity culture on each Region X campus.

Transfer Center

The Transfer Center has had an exciting month collaborating with other departments at MiraCosta College. Presentations were given to the Math Department and Chemistry Department faculty, as well as the student ambassadors and honors navigators.

In preparation for fall semester, the Transfer Center is working on projects using state grant funding to increase the number of students in the pipeline to become teachers in the K-12 system.

Veterans Services

Veterans Services is very happy to report that initial certification of education benefits is being completed within ten days. The department is working to create a stronger social media presence to reach out to military-affiliated students and has forged relationships with area universities to be able to offer campus visits for those interested in transfer. Veterans Services now has a presence at monthly coalition meetings at the Veterans Association of North County to learn of the local organizations and resources that are available to assist the military-affiliated populations.

Subject: **Business Services Division Monthly Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**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**

Purchasing and Material Management (Susan Asato, Director)

The finishing touches have been completed with respect to the first phase of the district's classroom modernization project. Seventeen classrooms have been beautifully refurbished and outfitted with all-new furniture, fixtures, and equipment, including new teaching technology solutions. The custom-designed teaching podiums have been received very well by faculty, and many faculty and staff have commented on how pleased they are with their new facilities, and also how much students have appreciated the new classrooms.

The Purchasing Department staff are also busily engaged in a variety of bids and RFPs, many of which are in support of student success projects, facility renovations, and construction.

Fiscal Services (Katie White, Director)

The Fiscal Services DFepartment was very busy and productive during August as they closed the FY2014/15 fiscal year. Led by Accounting Manager Dan Rafferty, the accounting staff completed the district's financial records in booking and reconciling revenue and expenses for all restricted and unrestricted accounts in the general fund and all the other funds. The final balances are reflected as unaudited actuals in the FY2015/16 budget documents. External auditors will be on site to review/audit the district's financial records in September.

The Payroll Department worked closely with Human Resources to set up all new salary schedules for the new fiscal year in the County Office of Education payroll system, including auditing the HR roster data that incorporated the new benefit rates. The fiscal director would like to thank the Payroll Department, Human Resources, Moira Mahony (BAS technical support), and Carolyn Woods (AIS) in providing the salary changes and system technical support in the budget-development process.

The FY2015/16 final budget was presented to the Board of Trustees during the budget workshop on August 26, 2015, and will be presented to the board for adoption on September 9, 2015. The state will provide additional budget information in late September or early October, including changes in restricted (categorical) revenues that will require an update

to the adopted budget. Fiscal Services would like to thank Gabe Waite and Cheryl Broom in the Public Information Office (PIO) for their continued support with producing the budget book.

Student Accounts (Jo Ferris, Director)

The Cashier's Office processed 734 student payments in person on the first day of school. Approximately fifty-five percent of these students were purchasing parking. In addition, over 100 students picked up parking passes that were paid for online. The Cashier's Office started processing season ticket orders in the box office and are prepared for on-line ticket sales in September.

Human Resources (Sheri Wright, Director)

As of this writing, there are eight classified recruitments underway, twenty-four classified recruitments have been approved but not yet posted, and there are two vacancies waiting for approval to replace.

Risk Management (Joe Mazza, Director)

The director participated in a facilities master and security plans meeting associated with the scope development for "phase 2" of the facilities master proposal with the director of facilities, staff, and the designated vendor.

The director conducted an ADA-interactive-process meeting for an instructor to review possible accommodations, furnished assistance on various contracts, approved international student insurance waivers as required, and is helping with the upcoming "Light Up the Night" event.

Eight ergonomic evaluations were completed, and new items have been ordered as required.

Facilities (Tom Macias, Director)

The facilities master plan (FMP) update process continues. The initial "phase one", which is now completed, included up-front assessments that helped in assessing the current conditions of the existing campuses, district needs, existing facilities documents, and the relevance of the 2011 Facilities Master Plan. Phase one also included a study of services that helped in determining the most appropriate phase-two scope of work for the FMP update. Through these efforts and negotiations between Steinberg Architects and district staff, the "phase two" scope of work has been identified and finalized. The architectural facilities mater planning contract amendment is being recommended for approval at the September 9, 2015, board meeting.

Below is an update on all the 2017-2021 Five-Year Construction Plan projects:

Five-Year Construction Plan Update

Project	Update/Status
Renovate 80 Classrooms at OCN and SEC	The classroom upgrades summer 2015 project of renovating seventeen classrooms at the Oceanside Campus within Buildings 3500, 3600, and 4800 is complete and is in the closeout phase. Classrooms were complete and ready for use at the start of the fall 2015 semester. The classroom upgrades summer 2016 architectural design services contract amendment has been negotiated and is being recommended for approval at the September board meeting. Design for this project will begin immediately thereafter.

	Eighteen classrooms on the Oceanside Campus have been identified as next summer's group of classrooms.
Renovate Offices (resulting from Carlsbad TCI)	These office renovations consist of T110 and areas within Buildings 1000, 3700, and 4700 at the Oceanside Campus. Renovations at Buildings 1000, 3700, and 4700 are complete. All programs/departments associated with these projects have moved into their new spaces. The T110 office renovation project is complete and is in the closeout phase. The faculty offices were completed on schedule for use at the start of the fall 2015 semester.
New Student Support Space	Over the course of the next couple of months, district staff will be finalizing the number of staff/faculty that are projected to be in place by fall 2016. Once this number is confirmed, the process for planning, approvals, and installation of leased modular office space will begin.
New Storage Art/Music	The project is in the "design phase." Initial user-group design meetings took place a few weeks ago in which the architects met with district faculty and staff to discuss their needs for the project. Over the course of the next month, additional survey work will be conducted, borings for geotechnical investigations will be taken, and further meetings with the project team will take place. Design is scheduled to be completed at the end of November 2015.
New Theatre/Dance Space	The project is in the "design phase." Initial user group design meetings took place a few weeks ago in which the architects met with District faculty and staff to discuss their needs for the project. Over the course of the next month, additional survey work will be conducted, borings for geotechnical investigations will be taken, and further meetings with the project team will take place. Design is scheduled to be completed at the end of March 2016.
Gym Renovation	This project is not scheduled to begin until 2016/17. District staff is in the process of scheduling a meeting with Division of the State Architect (DSA) Office to discuss the gym renovation project and determine what will be the best strategy for implementing the project.
Repair Parking Lots	District staff is finalizing the best strategy for implementing parking lot repairs. A majority of this work will take place during extended holiday breaks and the summer months.
Repair/Replace Storm Drain and Sewer Lines	This project is not scheduled to begin until 2017/18.
Repair/Replace IT Underground	This project is not scheduled to begin until 2017/18.
2015/16 Program Review Needs	Over the course of the next couple of months, district staff will be finalizing review of the proposed program review projects and determining the best strategy for implementing this work.
Student Services and Club Room Remodel (project is being funded by ASG and not out of Fund 41 General Funds and LRB)	This project is in the design phase. Initial user-group design meetings took place a few weeks ago in which the architects met with district faculty and staff to discuss their needs for the project. Design is scheduled to be completed at the end of November 2015, with construction scheduled to take place summer 2016.

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

AUGUST HIGHLIGHTS

Public Information Office (Interim Director Ritz Soza)

Last month, PIO reported about the major project for the Community Learning Center to decouple the tuition-free, noncredit class schedule from the Community Education Bulletin. The goal of publishing the first noncredit, stand-alone class schedule in November for spring 2016 semester will be met. The related work of a printed bulletin for Continuing Education and Workforce Development is also proceeding on schedule.

Design work for the first-ever annual student guide listing credit classes has been finalized with a good deal of student input.

A special project for the Office of Business Affairs is all but complete. Once the twenty copies of the 2015/16 budget book are printed, the update and design layout, color checks, etc. will have taken a full forty hours of undivided PIO graphics-designer time.

The Public Information Office has been called upon to support a number of smaller, but no less important campus initiatives. For example, PIO is working with Human Resources on a district committee to kick off a program designed to create awareness of domestic and sexual violence. A series of events/speaking engagements during this school year will kick off with campus wide events on October 28 and 29.

The department continues to publish two weekly newsletters – the *MiraCostan* and *Arts & Events*. Ideas for stories come in every day from faculty and staff. This is an uncommon situation and speaks to a high level of spirit de corps among employees of the district. More commonplace is very little input from employees for corporate newsletters, which ultimately leads to the cancellation of the publication. PIO sees the popularity of the newsletters as an indication of positive campus morale.

PIO has written for and completed the design work for the *Transforming Lives* publication and the planning of the Report to the Region event with both graphic design work and video interviews with various community and business leaders speaking to the region's STEM workforce development needs and the district's response to those needs.

A college-wide communication program is just winding up with the rollout of the student equity focused MyEdPlan student tool. This project involved every facet of communication on all campuses: multi-media (videos and campus TV, web graphics); signage (billboards, banners, wall posters); collateral materials (table tents, bookmarks); and campus newsletters. More than twenty individual design jobs were actually completed by PIO staff and graphics designers.

The PIO social media campaign on behalf of fall 2015 enrollment has reached 48,000 so far and will end Friday, September 4. An Instagram campaign was run for the first time for May 2015 graduation and received 200 photos.

Today, September 2, 2015, PIO received permit approval from the City of Oceanside for the Community Learning Center signage. Gabe Waite will coordinate the installation in collaboration with the sign company and the MiraCosta Facilities Department.

Development and Foundation Office (Linda Fogerson)

The Largest Gift in the College's History.

The College Development Office and Foundation celebrated Theresia Heyden this month in recognition of her bequest estimated to be more than $3 million, as well as her international art collection. Her gift will establish the Theresia M. Heyden Endowed Fund for Excellence in Nursing to support the nursing department's most critical needs such as student scholarships, the purchase of new instructional equipment, classroom supplies, and launching new nursing education programs. When completed, the college's new nursing instructional facility will be named Theresia M. Heyden Hall. Theresia's art will be displayed throughout the building for the purpose of inspiring learning and curiosity in the science of nursing and the art of healing.

Guess Who Stopped By

MiraCosta graduate Richard Huizar stopped by campus this summer on his way to an internship at UC Berkeley in electrical engineering. He will be passing this way once again on his way back to MIT. Richard earned two scholarships while a student at MiraCosta College. "Without the scholarships, I would not have been able to put the emphasis on my education.... Each scholarship gave me that little nudge to keep pushing forward", Huizar said. We are proud of Richard as he continues to push forward and grateful to our donors who make scholarships possible for MiraCosta students.

Showcasing MiraCosta College Faculty

The Development and Foundation Office is teaming up with our outstanding faculty to display the amazing talent that the college brings to the community. In this case, MiraCosta history professor and department chair, Dr. Brad Byrom, an expert in California and mission history, is hosting a "Behind the Scenes Tour" at Old Mission San Luis Rey for members of the President’s Circle. Guests will be led through a historical exploration of the mission grounds beginning with a special welcome from Brother Chris Best, a resident friar who oversees the mission museum. Portions of the tour are in areas that are not ordinarily open to the public, including the inner quadrangle courtyard and the Franciscan's sacred garden. The tour will include seeing archeological dig sites, native bathing pools, and historic artwork.