



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – FEBRUARY 15, 2024
BOARDROOM – OCEANSIDE CAMPUS
1 BARNARD DRIVE – OCEANSIDE, CA

AGENDA

- I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION
- II. FLAG SALUTE / ROLL CALL
- III. ADMINISTER OATH OF OFFICE TO AREA 7 TRUSTEE APPOINTEE
- IV. APPROVE MEETING MINUTES
 - A. Special Meeting/Closed Session of January 18, 2024
 - B. Regular Business Meeting of January 18, 2024

V. 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 any one item, unless waived by the board. Non-English speakers utilizing a translator will have six (6) minutes to directly address 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 factual information, request staff (superintendent/president) to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff (superintendent/president) to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

DECORUM: Board Policy 2355 requires members of the public to observe order and decorum at board meetings and to conduct themselves in a courteous manner, avoiding profanity, obscenity, other abusive language, and threats of violence. The board president, as presiding officer, has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Speakers shall speak to the issues and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the district. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any assembly or meeting with lawful authority.

VI. CHANGES IN AGENDA ORDER

VII. PRESENTATIONS

- A. Sabbatical Report from Faculty – Alexis Tucker Sade

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Academic Personnel Advancement
- C. Approve Hourly Professional Expert Salary Schedule for Information Technology Services Consultant
- D. Approve Employment Contracts for Professional Experts
- E. Approve Reorganization and Reclassification of Existing Positions for Human Resources
- F. Approve Legal Services
- G. Curriculum Approval for 2024-2025 Catalog, Part II
- H. Approve Master Service Agreements for RFP No. 02-24 Geotechnical Services and RFP No. 01-24-A DSA Project Inspectors Services
- I. Ratify Budget Transfers/Revisions
- J. Ratify and Approve Contracts and Purchase Orders

IX. ACTION ITEMS

- A. Adopt Resolution No. 11-23/24: to excuse trustee absence from December 14 organizational meeting (Cassar)
- B. Adopt Resolution No. 12-23/24: to excuse trustee absence from November 16 regular business meeting (Clendening)
- C. Approve Award of a Design-Build Services Contract for RFQ/P #MM-23-003 Oceanside B4500 Science Building Renovation Project
- D. Approve FY2024/25 Nonresident Tuition Fee
- E. Appoint Independent Citizens' Bond Oversight Committee Members
- F. Approve MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024

X. SECOND READ – BOARD POLICIES (Action Required)

- A. Board Policy 7390 – Remote Work (formerly named Telework)

XI. FIRST READ – BOARD POLICIES

- A. Board Policy 6620 – Naming of Facilities

XII. INFORMATION

- A. Public Hearing – 4:30 p.m. MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024
- B. Report Update of Emergency Declaration and Emergency Actions for Oceanside Main Power Outages
- C. Second Quarter Fiscal Report

XIII. COLLEGE-RELATED REPORTS

- A. Trustees Activities
- B. Students

- C. Classified Employees
- D. Faculty
- E. Assistant Superintendent/Vice Presidents
 - 1. Instructional Services
 - 2. Student Services
 - 3. Administrative Services
 - 4. Human Resources
- F. Office of the President
- G. Superintendent/President

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XV. ADJOURNMENT

UPCOMING MEETING
4 p.m. – March 14, 2024
Regular Business Meeting

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 website 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 Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu.

Audio recordings of board meetings are available upon request. Please contact the MiraCosta College Office of the President at 760.795.6610 or at jbollerud@miracosta.edu.



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
One Barnard Drive, Oceanside, CA**

MINUTES OF CLOSED SESSION MEETING

**JANUARY 18, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, January 18, 2024, in Room 4708 at the Oceanside Campus. President Rick Merchat called the meeting to order at 2:45 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
George McNeil	Jackie Simon

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Charlie Ng

III. DECLARE NEED FOR CLOSED SESSION

At 2:45 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke and Assistant Superintendent/Vice President Ng, to discuss the following topic:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng

Employee organizations: All Groups

B. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1

(Pursuant to Government Code section 54957)

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

At 3:45 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng

Employee organizations: All Groups

No report.

B. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1
(Pursuant to Government Code section 54957)

The board of trustees approved the dismissal of a permanent classified employee. The vote was unanimous.

V. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
One Barnard Drive, Oceanside, CA**

MINUTES OF REGULAR BUSINESS MEETING

**JANUARY 18, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, January 18, 2024, in-person in the Boardroom, Room OCT 200, at the Oceanside Campus. President Rick Cassar called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
George McNeil	Jacqueline Simon
	Kenneth Pilco (Student Trustee)

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Tim Flood
Assistant Superintendent/Vice President Charlie Ng
Assistant Superintendent/Vice President Denée Pescarmona
Assistant Superintendent/Vice President Alketa Wojcik

III. APPROVE MEETING MINUTES

A. Special/Closed Meeting of December 14, 2023

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the special/closed meeting minutes of December 14, 2023.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

B. Organizational Meeting of December 14, 2023

By motion of Trustee McNeil, seconded by Trustee Clendening, the board approved the organizational meeting minutes of December 14, 2023.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Foundation Update

Vice President of Institutional Advancement and Executive Director of the Foundation Shannon Stubblefield provided a recap of the accomplishments over the past year of the MiraCosta College's Office of Advancement, specifically the Foundation, as well as a review of the institutional advancement structure. Members of the Institutional Advancement team were introduced, and an overview of the MiraCosta College Foundation Board membership that includes five new additional board members was reviewed.

Stubblefield reminded the board that the Comprehensive Campaign raised \$10.6 million as of October 2023. She noted that assets are up, due to an increase in endowments and market conditions. Foundation revenues consist of 69 percent from contributions, and 29 percent from interest income. More than 1,000 students were supported with funds from the Foundation last year, and the Foundation is working to increase this support.

Overall giving in the charitable sector was down nationwide last year, however, giving at MiraCosta continues to be strong. It's noteworthy that national data shows nearly 80 percent of the contributions come from individuals (not corporations).

Stubblefield expressed the number one opportunity is to support students through direct financial support via the Scholarship Funds, the Annual Fund, the Resilience Fund (emergency support), the Title V Endowment matching gift, and the new building naming opportunities.

B. FY2023 Annual District and Measure MM Audit Presentation

Assistant Superintendent/Vice President Tim Flood provided an overview of the FY2023 Annual District Financial and Measure MM Audits, which are required annual audits. A representative of the audit firm of Eide Bailly, LLP (Rick Alonzo) presented the audit report.

All three district areas (financial statement, federal compliance, and state compliance) received unmodified opinions, that is, the district complied, in all material respects, with the compliance requirements for financial audits. The district specifically received clean opinions, with no audit adjustments needed.

It was noted that one finding in Financial Aid, which was not considered material, was made under federal compliance. It was easily fixed, and it did not affect the unmodified opinion, nor did it require an audit adjustment.

For the Measure MM financial statement and performance audit, we received a clean unmodified opinion. It was noted that 78 percent of expenditures were reviewed. There were no issues in expenditures, and the district received all clean opinions.

Tim Flood thanked Katie White and financial managers, MiraCosta staff, and Kitchell staff for all of their work to make this happen.

C. Equal Employment Opportunity (EEO) Plan Update

Assistant Superintendent/Vice President Charlie Ng provided an update on the EEO Plan. He thanked the members of the EEO Advisory Committee. In the past, the EEO Plan was primarily a compliance plan designed to mitigate barriers and discrimination. This new plan really digs into the mission, vision, values, and commitment statement of the college and makes sure we're supporting that as well. Every three years, the district will need to update their strategies in the plan, and each year the district is required to report to the Chancellor's Office about progress on our goals.

Dean of Research, Planning, and Institutional Effectiveness Chris Tarman provided an analysis of the process, including current demographics, workforce analysis, and hiring analysis. Multiple metrics were measured: student proportions, census adult working population in San Diego County, the state, and nationally. Multiple measures were analyzed to determine underrepresentation of the college's current workforce. A hiring analysis to review what our applicant pool demographics look like was also shared. We will continue to gather data and become more comprehensive over time.

Ng reviewed pre-hire, hire, and post-hire strategies, including gathering new data, new onboarding experiences for new employees and enhancing professional development opportunities. An annual review of the analysis will be completed to ensure a focus on strategies.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Employment Contract for Interim Dean of Counseling and Student Development**
- C. Ratify Memorandum of Understanding 24-01 between the MiraCosta Community College District and Faculty Assembly**
- D. Ratify Memorandum of Understanding 24-02 between the MiraCosta Community College District and the Faculty Assembly – TREC**
- E. Approve Contract with Bay Area Bioscience Education Community**
- F. Approve Sabbatical Leave Recommendations for FY 2024/25**
- G. Approve Purchase for Furniture, Fixtures and Equipment for OCN Reno Building 1200 Library**
- H. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee Merchat, seconded by Trustee McNeil, consent items A-H were approved.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

VIII. ACTION

A. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2024

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the initial proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the contract to commence July 1, 2024.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

B. Ratify MiraCosta Community College District Classified Confidential Employee Manual

By motion of Trustee McNeil, seconded by Trustee Merchat, the board ratified the MiraCosta Community College District Classified Confidential Employee Manual.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

C. Approve Equal Employment Opportunity Plan

By motion of Trustee Clendening, seconded by Trustee McNeil, the board approved The Equal Employment Opportunity Plan.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

D. Adopt Resolution No. 9-23/24: Authorize Extension of AC Martin Partners, Inc. Agreement

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted Resolution No. 9–23/24, to authorize the extension of the AC Martin Partners, Inc. agreement.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

IX. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 7390 – Telework

The board deferred action on Board Policy 7390 until its February 15, 2024, meeting.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

B. Board Policy 7600 – College Police Department

By motion of Trustee McNeil, seconded by Trustee Simon, Board Policy 7600 was adopted.

Vote: 6/0/0

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon

Abstentions: None
Absent: None

X. INFORMATION

- A. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Academic Associate Faculty**
President Cassar opened the public hearing at 5:10 p.m. and no public comments were received. President Cassar closed the hearing at 5:11 p.m.
- B. Report Update of Emergency Declaration and Emergency Actions for Oceanside Main Power Outages**
Assistant Superintendent/Vice President Tim Flood reported on the emergency declaration and emergency actions for the Oceanside Campus power outages.
- C. Annual District and Bond Measure MM Audit Services for FY2023/24**
The annual district and Bond Measure MM audit services for FY2023/24 were provided for information.
- D. Sunshine the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024**
The sunshining of the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2024, was provided for information.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Cassar, Clendening, McNeil attended the Martin Luther King prayer breakfast on January 15 at the El Corazon Senior Center, and Trustee Clendening participated in the Martin Luther King Day of Service, in which many MiraCosta staff and students also participated.

Trustees McNeil and Simon attended the Nursing pinning ceremony in December.

Trustees Clendening, McNeil, and Merchat toured the new Kinesiology, Athletics, Health, Nutrition, and Gym complex on the Oceanside Campus.

Trustee McNeil attended a number of women's and men's basketball games, and Trustee Cassar also attended a women's basketball game. Both commented on the beautiful new Gym.

Trustee Simon attended an online associate faculty lunch meeting during Flex Week.

Trustee Merchat continues to attend and support the Cardiff Farmers' Market at the San Elijo Campus on Saturdays. He also read *Educated*, which he enjoyed and recommended.

Trustee Pedroza read *From the Seats to the Streets*, a book that was provided at the Foundation celebration that she attended in December. She thanked college employees for their support of our Transitions Program students.

Trustee Cassar shared that he attended a celebration of life for associate faculty member Sam Shooshtray.

B. Students

Student Trustee Kenneth Pilco welcomed students to the new semester and reported he attended the Student Assembly. Pilco is working on a resolution for student workers and organizing a student trustee caucus.

C. Classified Employees

Immediate Past Classified Senate (CS) President Carl Banks reported today's Cultivating Human Connections event, with the theme of "managing change," was a success. Omar Jimenez will be resuming the CS presidency as of March 1. At that time, Banks will transition to the role of CS vice president.

D. Faculty

Academic Senate (AS) President Leila Safaralian was unable to attend the board meeting, however, Sunny Cooke read a written report on her behalf. She thanked Aaron Roberts and Debby Adler for their work on Flex week. She expressed appreciation for those who helped her plan a successful and engaging Cultivating Human Connections event, and she wished everyone a productive spring semester.

E. Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported FTES is up more than 10 percent and headcount up 12 percent over last spring. Noncredit enrollment is up significantly, near pre-pandemic levels. Fraudulent enrollments are being monitored, and Pescarmona acknowledged faculty for their efforts to ensure students enrolled in their classes are not fraudulently enrolled.

The local general education pattern is changing to include Ethnic Studies. The transition to CALGETC is underway and will be effective as of fall 2025. This has involved an immense amount of work, however, we're on track with all deadlines.

2. Student Services

Assistant Superintendent/Vice President Wojcik reported Student Services departments are working hard to serve the increase in student enrollments. She thanked division staff for their extra hard work, and she congratulated the International Office for its recent achievement as the top producer of the Gilman Scholarship for study abroad programs.

3. Administrative Services

Assistant Superintendent/Vice President Flood provided a written report and an in-depth overview of the projects completed over the entire winter break inclusive of the closure dates. He thanked staff for the immense amount of work they completed during this time.

4. Human Resources

Assistant Superintendent/Vice President Ng thanked HR and Payroll teams for the extra work involved with wrapping up the end of the year. Labor Relations Director of Labor and Employee Relations Hayley Schwartzkopf accepted a position as the Associate Vice Chancellor of Civil Rights Programs and Services with the CSU System and will be leaving MiraCosta.

F. Superintendent/President

Superintendent/President Cooke reported a lot of roles across the college, especially in Student Services, are being filled with interim employees. This impacts all departments/divisions, including HR for all of the recruitment efforts. She thanked staff for their efforts.

Cooke reported MiraCosta College has been reaccredited by the Accreditation Commission for seven years without any recommendations for improvement, which is a notable achievement. Special commendation was given for all of MiraCosta's collective efforts in promoting inclusion and equity, which aligns with the college's mission.

A ribbon-cutting ceremony for the Kinesiology, Athletics, Health, Nutrition, and Gym complex will occur on February 12 at 10 a.m.

MiraCosta College is celebrating its 90th birthday this year, making it the eldest of the SDICCCA colleges!

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

Trustees Pedroza and Cassar acknowledged the collaborative work at the college and the culture the college has created.

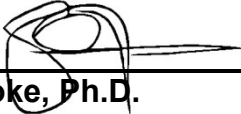
XIII. ADJOURNMENT

The meeting adjourned at 5:56 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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

Subject: Sabbatical Leave Report – Professor Alexis Tucker Sade	Attachment: None
Category: Presentations	Type of Board Consideration: ✓ Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ ✓ ✓ Goal 1 Goal 2 Goal 3 Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND





The Board of Trustees periodically receives sabbatical leave reports from faculty members.

STATUS

“Assessing Barriers to Cervical Cancer Screening in Malaita, Solomon Islands” is an on-going research project led by Dr. Alexis Tucker Sade, MPH, in partnership with the Solomon Islands Ministry of Health and the National Cervical Cancer Program. The aim is to address the challenges of providing preventative care to women in rural and remote areas of Solomon Islands, a Pacific Island country with some of the highest rates of cervical cancer morbidity and mortality in the world.

RECOMMENDATION

For information only.

Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: None
Category: Consent Items	Type of Board Consideration: Information  Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2  Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

- Resignation of classified administrator Hayley Schwartzkopf, Director, Labor Relations and Title IX Coordinator, Human Resources, position P-0144, effective February 19, 2024.
- Resignation of the following classified employees:

 Vanessa Dibenedetto, Administrative Support Assistant III, Veteran’s Services, position P-06172, effective February 8, 2024.

 Amber Rivas, Student Support Advisor, Student Services Welcome Center, position P-06215, effective February 7, 2024.
- Employment of regular classified employee Heather Browning, Technology Support Services Coordinator, ITS Technology Support Services, position P-08159, salary range 19, step 1, \$5,264.17 per month full-time, 12 months per year, effective February 21, 2024. Heather was selected through an open recruitment process.
- Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

 Paige Babbitt, Administrative Support Assistant III, Financial Aid, position P-06165, will serve as Interim Financial Aid Advisor, classified salary range 23, step 2, \$6,233.50 per month, full-time, effective January 26 – June 30, 2024.

 Holly Walker, Senior Human Resources Technician, position P-09232, will serve as Interim Human Resources Systems Specialist, classified salary range 25, step 3, \$6,949.50 per month, full-time, retroactively effective to July 1, 2023 – June 30, 2024.

Hortensia Sanchez, Academic Records Evaluator, position P-00011, will serve as Interim Operations Supervisor, Admissions and Records, OCN, classified salary range 27, longevity year 9, \$8,589.33 per month, full-time, effective February 19 – June 30, 2024.

Brian Boynton, Buyer, Purchasing, position P-00097, will continue to serve as Interim Purchasing Supervisor, classified salary range 30, longevity year 8, \$9,271.67 per month, full-time, effective December 11, 2023 – February 5, 2024.

5. Temporary change of assignment for Sonia Martinez Sevilla, Admissions and Records Specialist, position P-06175. Sonia will increase in hours from 16 to 40 per week, effective February 19 – June 30, 2024.
6. In accordance with Board Policy 7345, employee 00004937 requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as they will exhaust their personal necessity allowance for the 2023/24 fiscal year. Pursuant to the Faculty Assembly agreement, faculty may use up to six days of earned sick leave per fiscal year for the purpose of personal necessity leave.
7. In accordance with Administrative Procedure 7211.2.III, the individual identified below has provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the discipline listed:

Biotechnology – Riccardo Contu
Biological Sciences – Grace Gates
Mathematics – Juan Castillejos

WHEREAS Academic Senate is satisfied that the candidates exhibit a unique combination of relevant education and extensive experience that make 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 assignment in question.

8. Employment of the following associate faculty members for the 2024 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Steven	Wezniak	Adult High School
Robert	Freise	Athletics
Grace	Gates	Biological Sciences
Joshua	Ludtke	Biological Sciences
Mandy	Morrell	Business
Alexis	Calderon-Ferrino	Counseling

Diana	Serrano	Counseling
Dorian	Herrero	Counseling
Sierra	Hegle	Counseling
Carmen	Waszak	English as a Second Language, Noncredit
Josias	Miguel	Music
Amber	Ford	Nursing and Allied Health
Carmelyn	Zwanziger	Nursing and Allied Health
Veronica	Tingzon	Nursing and Allied Health
Taelani	Camacho	Sociology
Tanya	Lancaster	Sociology
Vanessa	Montano	Transfer Center


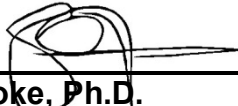
9. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Adrienne Harwell	Art Model	Short-term	Noncredit, General	\$28.00/hr	2/16/24	6/30/24
Alejandro Armenta	Campus Aide III	Short-term	Counseling Operations	\$20.00/hr	2/20/24	6/30/24
Alexander Cojocarú	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/15/24	6/30/24
Amanda Quivey	Workshop Presenter	Short-term	Dance	\$50.00/hr	2/20/24	5/31/24
Brenda Morelia Lopez	Administrative Support Assistant II	Short-term	Counseling Operations	\$27.85/hr	2/16/24	6/30/24
Cesar Mendoza	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/15/24	6/30/24
Christopher Moore	Accompanist I	Short-term	Music	\$26.00/hr	2/16/24	5/31/24
Christopher Renda	Workshop Presenter	Short-term	Dance	\$50.00/hr	2/20/24	5/31/24
Cristobal Vasquez	Campus Aide III	Short-term	Admissions and Records, SEC	\$20.00/hr	2/16/24	6/30/24
Edgar Herrera	Instructional Aide, Hourly	Substitute	Workforce IOA	\$23.43/hr	1/15/24	6/30/24
Glenn Lindholm	Gallery Assistant	Substitute	Art	\$28.67/hr	2/20/24	6/30/24
Gypsy Nieves	Support Assistant, Noncredit Adult Education	Substitute	Workforce IOA	\$24.84/hr	1/15/24	6/30/24
Ivette Martinez	Student Services Coordinator	Substitute	Student Services, CLC	\$37.19/hr	2/20/24	6/30/24
Jack Meacham	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/22/24	6/30/24
Jessica McNair	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/16/24	6/30/24
Joe Silverman	Program Consultant II	Substitute	Small Business Development Center	\$53.00/hr	2/1/24	6/30/24
Joseph Ferlatte	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/19/24	6/30/24
Laylah Higinio	Campus Aide I	Short-term	School Relations/Diversity Recruitment	\$16.00/hr	2/16/24	6/30/24
Malaena Agustin	Campus Aide III	Substitute	Academic and Career Pathways	\$20.00/hr	2/1/24	6/30/24
Marie Vaughn	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/10/24	6/30/24

Megan Beyer	Apprentice III	Substitute	STEM Learning Center	\$18.00/hr	1/8/24	6/30/24
Nick Ortega	Campus Aide III	Short-term	Admissions and Records, OCN	\$20.00/hr	2/16/24	6/30/24
Nicole Casado	Art Model	Short-term	Noncredit, General	\$28.00/hr	2/16/24	6/30/24
Perlita Ricardez	Campus Aide III	Short-term	Admissions and Records, SEC	\$20.00/hr	2/16/24	6/30/24
Raymond Wight	Student Services Specialist	Short-term	Student Equity	\$32.19/hr	2/16/24	6/30/24
Rogelio Hernandez	Campus Aide III	Short-term	MESA Program	\$20.00/hr	2/16/24	6/30/24
Sabrya Mosely	Campus Aide III	Short-term	Student Equity	\$20.00/hr	2/16/24	6/30/24
Terence Sautia	Campus Aide III	Substitute	Career Center	\$20.00/hr	1/26/24	6/30/24
Terence Sautia	Campus Aide III	Short-term	Counseling Operations	\$20.00/hr	2/20/24	6/30/24
Tereza Zafra-Lopez	Student Support Advisor	Substitute	Student Services Welcome Center	\$33.13/hr	2/16/24	3/29/24
Wendy Pena	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	1/15/24	6/30/24

RECOMMENDATION

Ratify recommendations of superintendent/president in approving personnel actions, as stated above.

Subject: Approve Academic Personnel Advancement	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Education Code requires the Board of Trustees to act on academic personnel matters on or before March 15. Tenure candidates (probationary faculty) have been evaluated according to the criteria for evaluation by a group of peers and a dean, who together with a tenure coordinator, comprise the candidate’s Tenure Review Committee (TRC). The TRC is comprised primarily of members from the candidate’s department or work group. The tenure review coordinator forwards the TRC’s Tenure Plan and Tenure Review Committee Report to Human Resources and the appropriate assistant superintendent/vice-president, and final recommendations are from the superintendent/president to the board of trustees.

STATUS

The superintendent/president recommends the following first-year tenure candidates be granted a one-year contract for 2024 to 2025:

- Kyle Arriola
- Amena Coronado
- Jenna Magallanes
- Israel Pastrana

The superintendent/president recommends the following second-year tenure candidates be granted a two-year contract for 2024 to 2026:

- Markus Berrien
- Ansina Green
- Eduardo Mariscal
- Emily Mercuri
- Olivia Quintanilla
- Ariana Solis

The following third-year tenure candidates continue to the second year of their two-year contracts. No board action is required:

- Min Choi
- Xuchi Eggleton
- Sean Fanning
- Taya Lazootin
- Khang Nguyen
- Michelle Odom
- Suganya Sankaranarayanan
- Eric Snortum

The superintendent/president recommends the following second-year tenure candidates be granted early tenure:


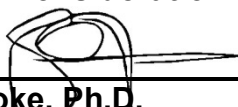
- Jorge Guerrero
- Ticey Hosley

The superintendent/president recommends the following fourth-year tenure candidates be granted tenure:

- Phillip Boland
- Abby Burd
- Giana Carey
- Ashley Davis
- Korey Goulette
- Stacey Mathis
- Ghada Osman
- Allison Perkins
- Tina Walker
- Rick White

RECOMMENDATION

Approve academic personnel advancement, as stated above.

Subject: Approve Hourly Professional Expert Salary Schedule for Information Technology Services Consultant	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Information Technology Services Department has the need to hire hourly professional experts to support a variety of specialized and project-based work for the district.

Education Code §88003 defines a professional expert as a person employed on a temporary basis for a specific project, regardless of length of employment. The work assigned requires specialized knowledge or skills that fall outside of the classified service.

STATUS


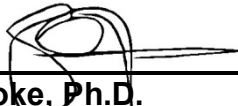
The following recommendations have been made by Human Resources related to the classification and compensation of the following hourly professional experts for the ITS Department:

- The positions identified below will be classified as professional experts effective March 1, 2024, according to the following schedule based on years of experience.

Title	Years of Experience	Placement	Hourly
IT Junior Consultant	1+ year of experience	1	\$45
IT Consultant	2–5 years of experience	2	\$55
Advanced IT Consultant	6-9 years of experience	3	\$75
Expert IT Consultant	10+ Years of experience	4	\$95

RECOMMENDATION

Approve hourly professional expert salary schedule for Information Technology Services Consultant as stated above.

<p>Subject:</p> <p>Approve Employment Contracts for Professional Experts</p>	<p>Attachment:</p> <p>1) Personal Services Contract for Professional Experts – Template 2) Regional CTE Research Expert Description of Duties</p>
<p>Category:</p> <p>Consent Items</p>	<p>Type of Board Consideration:</p> <p>Information <input checked="" type="checkbox"/> Consent Action</p>
<p>Institutional Goals:</p> <p>mcc_mission_statement.pdf (miracosta.edu)</p>	<p>Institutional Goal Supported:</p> <p>Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4</p>
<p>Recommended:</p>  <hr/> <p>Charlie Ng Assistant Superintendent/Vice President, Human Resources</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

MiraCosta College administers a number of grants. Education Code section 88003.1(b)(2) allows for personal services contracts to be used when services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

The San Diego and Imperial Center of Excellence (COE) serves the 10 regional community colleges with research and professional development. Funded by the California Community Colleges Chancellor’s Office and Regional Consortium Strong Workforce Program (SWP), the Regional Career and Technical Education Research Experts will be assigned to specific colleges to assist with labor market research and regional SWP projects. These positions allow for a coordinated, regional approach to gathering, analyzing, and validating data sets crucial to the Career Technical Education/Career Education across the San Diego & Imperial Counties Community Colleges.

STATUS

The following employment contracts are recommended for approval:

- Michael Gracia, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 2, 2024 to June 30, 2024.

- Li (“Annie”) Cong, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 2, 2024 to June 30, 2024.
- Edson Cuellar Deciga, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 5, 2024 to June 30, 2024.
- Hideaki Asto, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 5, 2024 to June 30, 2024.
- Qingai (“Sunny”) Xu, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 10, 2024 to June 30, 2024.
- Vicky Chhi, Regional Career and Technical Education Research Expert, Center of Excellence, Labor Market Research, full-time, \$74,226 per year (professional expert salary schedule), for the term of January 17, 2024 to June 30, 2024.

RECOMMENDATION

Approve employment contracts for professional experts, as stated above.

MiraCosta Community College District PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and «First_Name» «Last_Name» ("«Last_Name»"), an individual, is made as of «Term_Start_Date».

Recitals

A. The District is authorized by California Education Section 88003.1(b)(2), which provides for personal services contracting when the services to be performed are not available through the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience and ability are not available through the District.

B. The District desires the personal services of «Last_Name» for the services described in this Agreement and Exhibits.

C. «Last_Name» warrants and represents that they are competent to perform the duties and responsibilities required by this Agreement and by all applicable laws and regulations.

D. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules and regulations of the District's Governing Board.

E. This Agreement is entered into in accordance with Education Code section 88003.1.

Terms and Conditions

1. Position and Term.

1.1 Position. District agrees to retain «Last_Name» and «Last_Name» agrees to be retained by District as Regional Career & Technical Education (CTE) Research Expert. «Last_Name» has the responsibilities and authority that are associated with «Last_Name»'s position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

1.2 Term. The term of this Agreement is from «Term_Start_Date» to «Term_End_Date», unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. «Last_Name» shall be paid \$«Salary» annually on the professional expert salary schedule. The salary will be prorated for service performed of less than one year. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

2.2 Benefits. «Last_Name» shall be entitled to the following District benefits:

- Eight (8) hours of vacation accrued per month of service (up to 240 hours annually). «Last_Name» may accrue up to twice the annual allotment in successive contract years;
- Sick leave at the rate of one (1) day per month of service;
- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time-equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

2.3 Overtime Status. The parties acknowledge and agree that the position of Regional Career & Technical Education (CTE) Research Expert may require more than 40 hours' of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

3. Indemnity. As provided in Government Code sections 825 and 995 et seq.

4. Termination of Agreement Due to Loss of Funding. «Last_Name» acknowledges and understands that the position of Regional Career & Technical Education (CTE) Research Expert is a categorically, grant-funded position. As such, «Last_Name»'s employment is temporary and «Last_Name» has no right or expectation of permanent employment at any time. As such, if the District loses the funding for the position, or the funding is not renewed, this Agreement shall be terminated effective upon the cessation of the funding for the position. Termination due to a loss or non-renewal of the funding does not trigger the severance pay under Paragraph 5 below.

5. Settlement on Termination of Agreement Without Cause. Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement «Last_Name» may receive shall be equal to the monthly salary of multiplied by the number of months left on the unexpired term of this Agreement, or three months, whichever is less, and shall not include non-cash items. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes. District agrees to pay any lump sum cash payment ("Severance Pay"), less legally required for authorized deductions, if applicable, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided to «Last_Name», «Last_Name» shall execute a release and waiver, in a form acceptable to the legal counsel for District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

6. Termination of this Agreement During its Term With Cause. The Board may terminate this Agreement during its term and discharge «Last_Name» if «Last_Name» commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and «Last_Name» shall cease to receive any form of compensation upon the effective date of termination. The term "cause" is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, insubordination, failure

to comply with district policy, rules and regulations or other misconduct which interferes with the performance of their duties and responsibilities to the district.

7. Provisions of Government Code Sections 53243.3-53243.4.

7.1. In the event that District provides paid leave to «Last_Name» pending an investigation of a crime involving abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, «Last_Name» shall fully reimburse District for any salary provided for that purpose.

7.2. In the event that District provides funds for the legal criminal defense of «Last_Name» pending an investigation of a crime involving an abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, «Last_Name» shall fully reimburse District for any funds provided for that purpose.

7.3. In the event that District provides a cash settlement related to the termination of «Last_Name» as defined in the terms of this Agreement and «Last_Name» subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, «Last_Name» shall fully reimburse District for any funds provided for that purpose.

7.4. “Abuse of office or position” is defined in Government Code section 53243.4 to mean either of the following:

7.4.1. An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.

7.4.2. A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

8. Miscellaneous Provisions. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

9. Representations and Warranties.

«Last_Name» represents and warrants that «Last_Name»:

- (A) has read this Agreement and understands its provisions; and
- (B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

By: _____
Sunita V. Cooke, Ph.D.
Superintendent/President

«First_Name» «Last_Name»

Regional CTE Research Expert Description of Duties

Basic Function

Under the general supervision of the Dean or Associate Dean, the Regional CTE Research Expert performs highly responsible and complex professional and technical duties related to research and analysis in support of the district's Career and Technical Education programs. This role involves independently coordinating research efforts, data analysis, and reporting for multiple CTE initiatives within the region. Perform related duties as assigned.

Essential Duties and Responsibilities

- Provide comprehensive support to the designated CTE/CE and institutional research office at one or more of the San Diego and Imperial Counties Community Colleges (SDICCC), extending regional research services beyond the scope of their existing institutional research staff.
- Conduct data analysis and create data dashboards for regional Faculty and/or Counselor Institutes, assessing their impact and effectiveness.
- Collaborate closely with the Institutional Research Dean at the designated SDICCC institution on a daily basis, ensuring alignment of regional research programs, processes, policies, and procedures.
- Consult with the CTE/CE Dean or Associate Dean at the designated SDICCC institution to ensure alignment of regional CTE/CE projects and initiatives.
- Gather, compile, clean, and maintain data sets, data dashboards, and other data tools for regional CTE/CE projects, including equity gap analyses, Career Technical Education Outcomes Survey (CTEOS), Strong Workforce Program, and Perkins V.
- Effectively communicate research findings and provide training to others to enhance their understanding of data sets, dashboards, and data tools.
- Enhance the capacity of SDICCC institutional research offices through professional development, facilitating faculty, staff, and administrator engagement in data utilization and equity training.
- Serve as the primary point of contact for regional data requests from the Regional Consortium and its various workgroups, such as marketing, K16 collaborative, and employer engagement.
- Assist in supporting SDICCC regional CTE/CE program reviews, Strategic Enrollment Management, and other continuous evaluation and effectiveness initiatives.
- Aid in fulfilling regional data requests for CTE-related grants (Strong Workforce, Perkins, Title V, etc.) and respond to ad hoc requests from CTE/CE faculty.
- Participate in monthly meetings of the regional Data and Innovation Committee (formerly Data and Research Committee) to stay informed and contribute to collaborative efforts in data analysis and innovation.


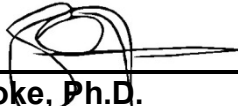
Knowledge, Skills and Abilities

- Career and Technical Education concepts, policies, and practices.
- Research methodologies, data collection techniques, and statistical analysis.

- Labor market trends, industry demands, and workforce development strategies.
- Database management and data visualization tools.
- Grant writing and funding sources related to CTE programs.
- Educational institutions, their functions, and the CTE programs they offer.
- Modern office practices, procedures, and equipment, including computer software for data analysis and presentation.
- Conduct in-depth research and analysis related to Career and Technical Education.
- Interpret and communicate complex data effectively, both in writing and verbally.
- Collaborate with diverse stakeholders, including educators, industry partners, and government agencies.
- Organize, prioritize, and manage multiple tasks and projects.
- Stay updated on evolving CTE policies, regulations, and best practices.
- Train and guide others in research methodologies and data analysis.
- Maintain accuracy and confidentiality of data and reports.
- Establish and maintain effective working relationships with colleagues and external partners.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

Education and Experience

Graduation from an accredited four-year college or university with a major in social science, behavioral sciences, statistics, or a related field; at least one year experience in social science or institutional research, including research design, methodology development, or statistical analysis; or an equivalent combination of training and experience.

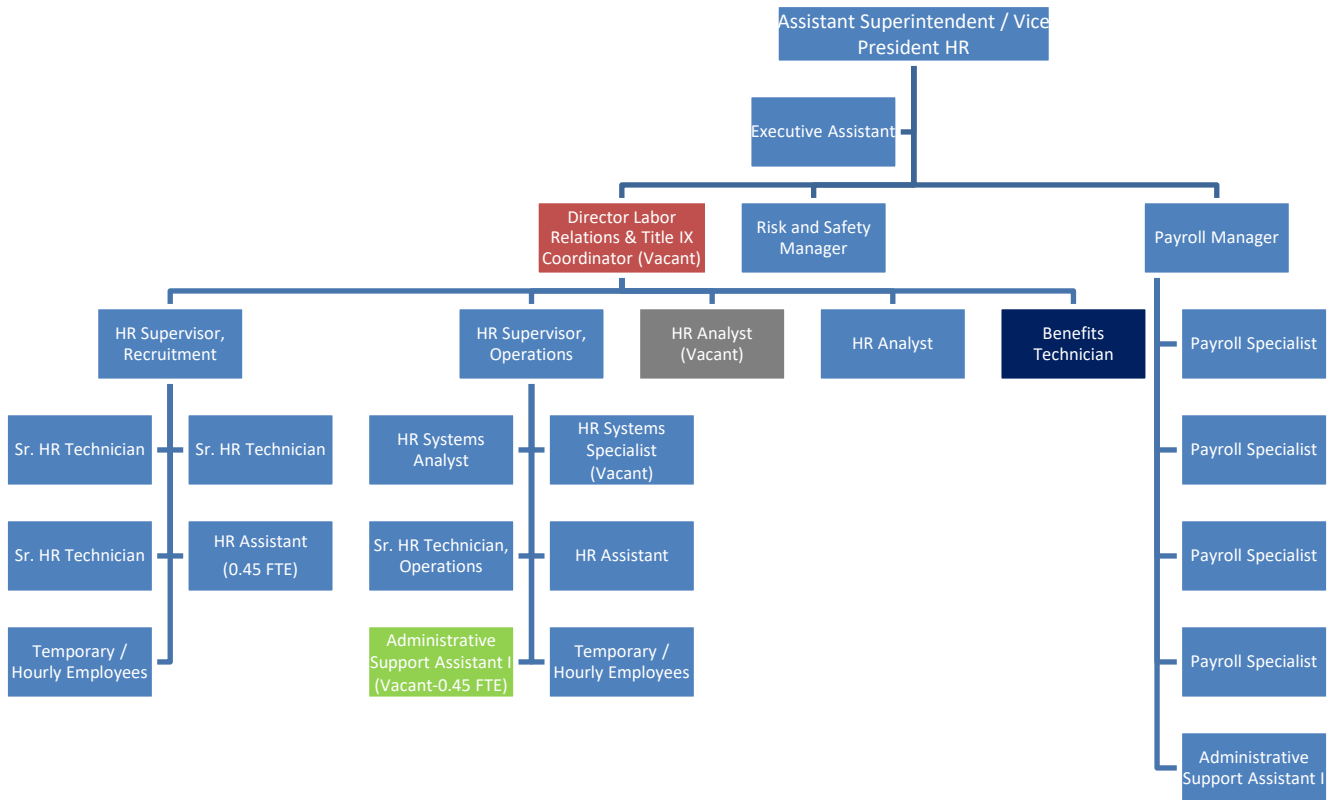
Subject: Approve Reorganization and Reclassification of Existing Positions for Human Resources	Attachment: Job Descriptions Online Organization Chart
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  _____ Charlie Ng Vice President, Human Resources	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

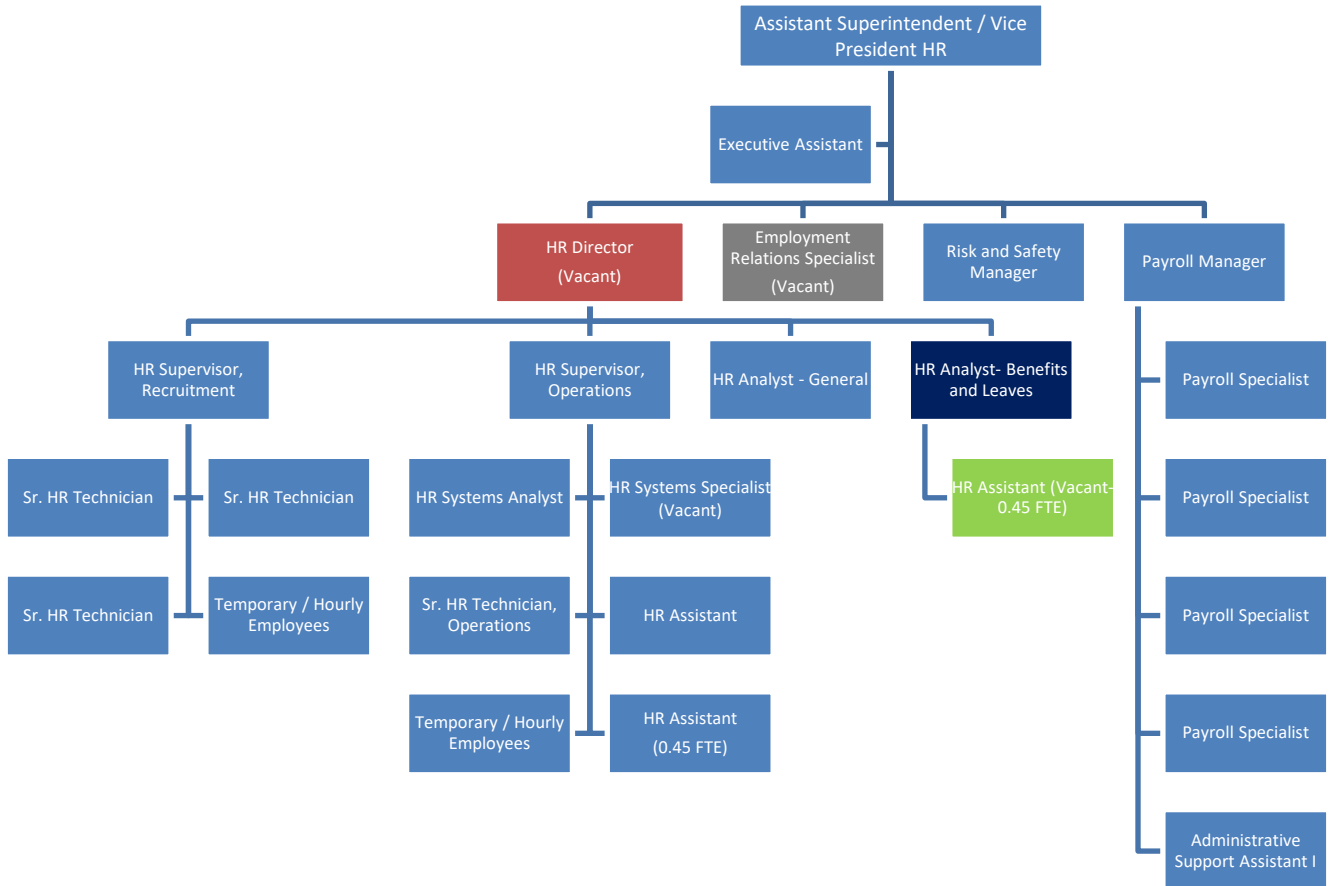
Given recent turnover and new demands in the Human Resources Division, a review of the division’s positions, reporting structures, and streamline processes was conducted. Specifically, new demands were identified related to changes in benefit providers, new benefits administration for associate faculty, and an expanding scope of employee relations while providing mid-management level support for the division. For compliance purposes, Title IX responsibilities will be temporarily delegated to a consultant until it is appropriate to re-assume those responsibilities. As a result, Human Resources recommends reclassifying the following positions:

Current	Recommended	Description
Director of Labor Relations and Title IX Coordinator (vacant)	Director, Human Resources	Reclassify vacant Director of Labor Relations and Title IX Coordinator to provide mid-management level support while delegating employee relations and Title IX to others.
HR Analyst (vacant)	Employee Relations Specialist (Confidential)	Reclassify vacant HR Analyst position to dedicate the support of employee relations.
Benefits Technician	Human Resources Analyst – Benefits and Leaves	Reclassify Benefits Technician to assume analyst-level duties and delegate administrative tasks to HR Assistant.
Administrative Support Assistant I (vacant)	Human Resources Assistant	Reclassify vacant Administrative Support Assistant I to support benefits administrative tasks for Benefits Coordinator.

Current Organizational Chart



Recommended Organizational Chart



Job descriptions for the Confidential Employee positions of Employee Relations Specialist, Director, Human Resources, and Human Resources Analyst – Benefits and Leaves were created with corresponding salary recommendations based on internal equity and external market data analysis.

There is no net change in headcount for the reclassifications. Assuming Step 3 for the purposes of analysis, the financial impact is as follows:

Director of Labor Relations and Title IX Coordinator (CM19)			Director of Human Resources (CM19)			
Salary	Benefits	Total	Salary	Benefits	Total	Net Increase
\$172,401	\$85,877	\$258,278	\$172,401	\$85,877	\$258,278	\$0

Human Resources Analyst (CL29)			Employee Relations Specialist (CL34)			
Salary	Benefits	Total	Salary	Benefits	Total	Net Increase
\$93,570	\$58,089	\$151,659	\$108,122	\$63,219	\$171,341	\$19,682

Benefits Technician (C21)			Human Resources Analyst - Benefits and Leaves (CL29)			
Salary	Benefits	Total	Salary	Benefits	Total	Net Increase
\$74,314	\$51,302	\$125,616	\$93,570	\$58,089	\$151,659	\$26,043

Administrative Support Assistant I (C9; 18-Hour)			Human Resources Assistant (C20; 18-Hour)			
Salary	Benefits	Total	Salary	Benefits	Total	Net Increase
\$23,644	\$1,447	\$25,091	\$32,475	\$1,988	\$34,463	\$9,372

Current Total			Recommended Total			
Salary	Benefits	Total	Salary	Benefits	Total	Total Net Increase
\$363,929	\$196,715	\$560,644	\$406,568	\$209,173	\$615,741	\$55,097





STATUS

Upon identifying divisional needs, the Human Resources Division is recommending the reorganization and reclassification as above to address needs in the areas of employee relations, benefits, and Title IX. There are no new net positions. However, there are changes in reporting lines for positions and reclassifying to better reflect roles and needed supervision.

Using Step 3 for all affected positions in the analysis, the financial impact for the reorganization and reclassification recommended changes results in an additional \$55,097 in annual total expenses.

RECOMMENDATION

Approve reorganization and reclassification of existing positions for Human Resources effective February 15, 2024, as stated above.

Subject: Curriculum Approval for 2024-2025 Catalog, Part II	Attachment: 2024/25 Curriculum Approvals, Part II
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with Board Policy 4020, the MiraCosta Community College District Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, and this effort is coordinated by the Instructional Services Division. Title 5 regulations stipulate the Academic Senate is responsible for academic and professionals matters, which include curriculum and educational program development. The Courses and Programs Committee (CPC), consisting primarily of faculty, exists for the purpose of making recommendations pertaining to the programs and courses offered by the college.

The CPC convened three (3) curriculum approval meetings: November 9, 2023, December 7, 2023, and January 25, 2024. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

- 1) The faculty author initiates a proposal to modify, add, or delete a course or program. Once the proposal is complete, the faculty author forwards it to the next stage (technical writer).
- 2) The technical writer reviews the proposal and works closely with the faculty author to assist in writing high quality course outlines; the technical writer then forwards the proposal to the articulation officer.
- 3) The articulation officer reviews for potential CSU/UC transfer; the articulation officer then forwards the proposal to the department chair.
- 4) The department chair reviews the proposal for discipline- and department-specific impact, encroachment, accuracy, and completeness; the department chair then forwards the proposal to the instructional dean.

- 5) The dean reviews the curriculum for interdepartmental and college-wide impact, encroachment, and, when appropriate, local workforce need. Deans also check for accuracy, completeness, and impact on divisional load; the instructional dean then forwards the proposal to the Technical Review Committee (Tech Review).
- 6) Tech Review evaluates the curriculum for:
 - consistency and compliance with local and state curriculum writing and content standards
 - state standards pertaining to prerequisites, corequisites, and advisories
 - state and local standards and guidelines pertaining to repeatability and courses related in content
 - state standards pertaining to hours and units
 - local mandates on class size maxima.Tech Review then forwards the proposal to CPC.
- 7) CPC, by means of careful study and open discussion, assures the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures; once approved the CPC forwards a complete list of courses and programs to the Academic Senate as a consent item.
- 8) Finally, the Academic Senate reviews and approves the curriculum packet.

The CPC submits curriculum to the board for approval in both the fall and spring semesters. Once approved by the board, the curriculum is submitted to the Chancellor's Office for review and approval. By submitting the curriculum on a frequent basis, the curriculum review workload is spread out to allow faculty and staff ample time to review the curriculum.

STATUS

Credit course approvals include the addition of two new courses, 168 modifications of existing courses, and 14 course deletions. In addition, six Certificates of Achievement (COA), one AA degree, five AA-T degrees, and six AS degrees were modified. No programs were deleted. There was a total of two new 100 percent online (O), no new hybrid only (H) approvals, and no new GE approvals.

Noncredit course approvals include two new courses, with both receiving 100 percent Distance Education approval, 24 modified courses, and eight course deletions. There are no new noncredit programs, seven noncredit program modifications and no noncredit program deletions in this packet.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2024-2025 Catalog and the attached list of courses and programs with code update changes.

2024/25 Curriculum Approvals

Effective: August 2024

Part II

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
MUS	MUS	141B	O	<u>Vocal Fundamentals II</u> : This course is a continuation of MUS 141A. Singers further explore techniques to develop vocal tone, range, diction, and expression through a broader selection of repertoire. Students are required to attend a live musical concert.	1	12/7/2023
MUS	MUS	241B	O	<u>Advanced Vocal Techniques II</u> : This course is a continuation of MUS 241A. Experienced singers further explore advanced techniques for performance of traditional and contemporary repertoire.	1	12/7/2023
Total Credit Course Additions: 2						

I. Credit Course Level						
B. Modified Courses						
Department	Subject	Course #	Additional Approvals	Course Title	Units	Date Approved
BUS	ACCT	201	O	Financial Accounting	4	11/9/2023
BUS	ACCT	201H	O	Financial Accounting (Honors)	4	11/9/2023
BUS	ACCT	202	O	Managerial Accounting	4	11/9/2023
BUS	ACCT	202H	O	Managerial Accounting (Honors)	4	11/9/2023
CSIT	CSIT	165	O/GE	Living in an Online World	3	11/9/2023
PSYC	GERO	101	O/GE	Introduction to Aging	3	11/9/2023
PSYC	GERO	130	O/GE	Caregiving: Techniques for Working with the Frail Elderly	3	11/9/2023
HIST	HIST	104	O/GE	Modern European History and Culture	3	11/9/2023
HIST	HIST	104H	O/GE	Modern European History and Culture (Honors)	3	11/9/2023
HIST	HIST	107	O/GE	East Asian Societies	3	11/9/2023
MATH	MATH	102	O/GE	Math Fundamentals: Mathematics for Life	3	11/9/2023
MATH	MATH	105	O/GE	Concepts and Structures of Elementary Mathematics I	3	11/9/2023
MATH	MATH	112	O/GE	Algebraic Concepts for Problem Solving	3	11/9/2023
MATH	MATH	115	O/GE	Calculus with Applications	5	11/9/2023
NAAH	NURS	182	O	Maternal-Child Nursing	5	11/9/2023
PHREL	PHIL	100	O/GE	Critical Thinking and Writing	3	11/9/2023
PSYC	PSYC	104	O/GE	Statistics for Behavioral Science	4	11/9/2023
PSYC	PSYC	104H	O/GE	Statistics for Behavioral Science (Honors)	4	11/9/2023
PSYC	PSYC	170	O/GE	Psychology of Aging: Adult Development and Aging	3	11/9/2023
PHREL	RELG	101	O/GE	World Religions	3	11/9/2023
PHREL	RELG	101H	O/GE	World Religions (Honors)	3	11/9/2023
PHREL	RELG	103	O/GE	Religion in America	3	11/9/2023
COMM	COMM	101	O/GE	Public Speaking	3	11/9/2023
COMM	COMM	106	O/GE	Group Communication	3	11/9/2023
COMM	COMM	207	O/GE	Interpersonal Communication	3	11/9/2023
HIST	HIST	103	O/GE	Early European History and Culture	3	11/9/2023
HIST	HIST	103H	O/GE	Early European History and Culture (Honors)	3	11/9/2023
SSCI	ADM	200	O/GE	Concepts of Criminal Law	3	12/7/2023
ART	ART	157	O/GE	Art Orientation	3	12/7/2023
ART	ART	202	O	Painting I: Acrylic	3	12/7/2023
ART	ART	205	O	Painting I: Watercolor	3	12/7/2023
ART	ART	212	O	Painting II: Acrylic	3	12/7/2023
ART	ART	215	O	Painting II: Watercolor	3	12/7/2023
ART	ART	241	O	Painting III: Acrylic	3	12/7/2023
ART	ART	242	O	Painting III: Watercolor	3	12/7/2023
BIO	BIO	110	O/GE	Introductory Biology: Preparation for Pre-Health Professions (Lecture/Lab)	4	12/7/2023
BIO	BIO	111	O/GE	Introductory Biology: Preparation for Pre-Health Professions (Lecture)	3	12/7/2023
BIO	BIO	111L	O/GE	Introductory Biology: Preparation for Pre-Health Professions (Lab)	1	12/7/2023
BUS	BUS	128	O	Introduction to Supply Chain Management	3	12/7/2023
BUS	BUS	138	O	Business Promotion	3	12/7/2023
BUS	BUS	141	O	Transportation and Logistics	3	12/7/2023
BUS	BUS	205	O	Manufacturing and Service Operations	3	12/7/2023
CHEM	CHEM	140	O/GE	Preparation for General Chemistry: For Science Majors	4	12/7/2023
CHEM	CHEM	150	O/GE	General Chemistry I: For Science Majors	5	12/7/2023
CHEM	CHEM	150H	O/GE	General Chemistry I: For Science Majors (Honors)	5	12/7/2023
CHEM	CHEM	151	O/GE	General Chemistry II: For Science Majors	5	12/7/2023
CHEM	CHEM	151H	O/GE	General Chemistry II: For Science Majors (Honors)	5	12/7/2023
LTRST	ENGL	202	O/GE	Critical Thinking and Composition	4	12/7/2023
LTRST	ENGL	202H	O/GE	Critical Thinking and Composition (Honors)	4	12/7/2023
THEATR	FILM	105	O	Introduction to Screenwriting	3	12/7/2023
THEATR	FILM	106	O/GE	Study of Cinematic Adaptation	3	12/7/2023
THEATR	FILM	112	O/GE	Film History II: 1948-Present	3	12/7/2023
THEATR	FILM	112H	O/GE	Film History II: 1948-Present (Honors)	3	12/7/2023
THEATR	FILM	211	O/GE	Identity and Film: Race, Class, Gender, and Sexuality	3	12/7/2023
THEATR	FILM	211H	O/GE	Identity and Film: Race, Class, Gender, and Sexuality (Honors)	3	12/7/2023
THEATR	FILM	212	O/GE	Women and Film: Representation and Impact	3	12/7/2023

I. Credit Course Level						
B. Modified Courses						
Department	Subject	Course #	Additional Approvals	Course Title	Units	Date Approved
THEATR	FILM	212H	O/GE	Women and Film: Representation and Impact (Honors)	3	12/7/2023
MATH	MATH	126	O/GE	Pre-Calculus I: College Algebra	4	12/7/2023
MATH	MATH	126S	O/GE	Pre-Calculus I: College Algebra with Integrated Support	5	12/7/2023
MATH	MATH	155	O/GE	Calculus and Analytic Geometry II	4	12/7/2023
MATH	MATH	155H	O/GE	Calculus and Analytic Geometry II (Honors)	4	12/7/2023
MUS	MUS	112	O/GE	American Popular Music	3	12/7/2023
MUS	MUS	141A	O	Vocal Fundamentals I	1	12/7/2023
MUS	MUS	241A	O	Advanced Vocal Techniques I	1	12/7/2023
NURS	NURS	185		Nursing Skills/Simulation Laboratory I	0.5-1	12/7/2023
NURS	NURS	186		Nursing Skills/Simulation Laboratory II	0.5-1	12/7/2023
NURS	NURS	285		Nursing Skills/Simulation Laboratory III	0.5-1	12/7/2023
NURS	NURS	286		Nursing Skills/Simulation Laboratory IV	0.5-1	12/7/2023
PHSC	PHSN	106	O/GE	Introduction to Physical Science: Physics and Geometry	3	12/7/2023
SOC	SOC	125	O/GE	Introduction to Statistics in Sociology	4	12/7/2023
BIO	BIO	202	O/GE	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	4	12/7/2023
ETHN	BLST	100	O/GE	Introduction to Black Studies	3	12/7/2023
HIST	HIST	110	O/GE	United States History to 1877	3	12/7/2023
HIST	HIST	110H	O/GE	United States History to 1877 (Honors)	3	12/7/2023
HIST	HIST	111	O/GE	United States History Since 1877	3	12/7/2023
HIST	HIST	111H	O/GE	United States History Since 1877 (Honors)	3	12/7/2023
ILNG	FREN	121	O/GE	Introduction to French Culture	3	12/7/2023
LTRST	LIT	100	O/GE	Introduction to Chicano Chicana Literature	3	12/7/2023
LTRST	LIT	101	O/GE	Introduction to Asian American Literature	3	12/7/2023
PHSC	PHYS	280	O	Introduction to Electronics	3	12/7/2023
SOC	PSYC	103	O/GE	Social Psychology	3	12/7/2023
SOC	SOC	103	O/GE	Social Psychology	3	12/7/2023
THEATR	FILM	111	O/GE	Film History I: 1880-1948	3	12/7/2023
THEATR	FILM	111H	O/GE	Film History I: 1880-1948 (Honors)	3	12/7/2023
CAST	WKEX	233	O	General Work Experience Education	0.5-14	1/25/2024
BUS	ACCT	292	O	Internship Studies	0.5-14	1/25/2024
BUS	ACCT	299	O	Occupational Cooperative Work Experience	0.5-14	1/25/2024
ADM	ADM	292	O	Internship Studies	0.5-14	1/25/2024
SSCI	ANTH	292	O	Internship Studies	0.5-14	1/25/2024
ART	ART	292	O	Internship Studies	0.5-14	1/25/2024
PHSC	ASTR	292	O	Internship Studies	0.5-14	1/25/2024
AUTO	AUTO	292	O	Internship Studies	0.5-14	1/25/2024
BIO	BIO	292	O	Internship Studies	0.5-14	1/25/2024
BTEC	BTEC	292	O	Internship Studies	0.5-14	1/25/2024
BUS	BUS	292	O	Internship Studies	0.5-14	1/25/2024
CHEM	CHEM	292	O	Internship Studies	0.5-14	1/25/2024
CHLD	CHLD	292	O	Internship Studies	0.5-14	1/25/2024
COMM	COMM	292	O	Internship Studies	0.5-14	1/25/2024
COUN	COUN	292	O	Internship Studies	0.5-14	1/25/2024
CS	CS	292	O	Internship Studies	0.5-14	1/25/2024
CSIT	CSIT	292	O	Internship Studies	0.5-14	1/25/2024
DESN	DESN	292	O	Internship Studies	0.5-14	1/25/2024
DNCE	DNCE	292	O	Internship Studies	0.5-14	1/25/2024
THEATR	DRAM	292	O	Internship Studies	0.5-14	1/25/2024
SSCI	ECON	292	O	Internship Studies	0.5-14	1/25/2024
CHLD	EDUC	292	O	Internship Studies	0.5-14	1/25/2024
LTRST	ENGL	292	O	Internship Studies	0.5-14	1/25/2024
ESL	ESL	292	O	Internship Studies	0.5-14	1/25/2024
THEATR	FILM	292	O	Internship Studies	0.5-14	1/25/2024
ILNG	FREN	292	O	Internship Studies	0.5-14	1/25/2024
PHSC	GEOG	292	O	Internship Studies	0.5-14	1/25/2024
PHSC	GEOG	292	O	Internship Studies	0.5-14	1/25/2024
PSYC	GERO	292	O	Internship Studies	0.5-14	1/25/2024
ILNG	GRMN	292	O	Internship Studies	0.5-14	1/25/2024
KHAN	HEAL	292	O	Internship Studies	0.5-14	1/25/2024

I. Credit Course Level					
C. Deleted Courses					
Department	Subject	Course #	Course Title	Units	Date Approved
HIST	HIST	106	History of Technology	3	11/9/2023
HIST	HIST	106H	History of Technology (Honors)	3	11/9/2023
MATH	MATH	28	Math Fundamentals I	4	11/9/2023
MATH	MATH	30	Elementary Algebra	4	11/9/2023
MATH	MATH	64	Intermediate Algebra	4	11/9/2023
MATH	MATH	64S	Intermediate Algebra with Integrated Support	6	11/9/2023
LTRSPT	ENGL	30	Sentence Crafting	3	12/7/2023
SOC	SOC	240	Introduction to Black Studies	3	12/7/2023
ADM	ADM	100H	Introduction to Administrative Justice (Honors)	3	1/25/2024
SSCI	ANTH	190H	Primate Behavior and Ecology (Honors)	3	1/25/2024
ART	ART	230	Installation Art	3	1/25/2024
PHSC	ASTR	201	Introduction to Astronomy	3	1/25/2024
DNCE	DNCE	169	Introduction to World Dance Forms	1	1/25/2024
COUN	LRNS	40	Educational Planning and Assessment	0.5	1/25/2024
Total Credit Course Deletions: 14					

II. Certificate and Degree Level						
B. Modified Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
HIST	HIST		AA-T	History for Transfer	18-19	11/9/2023
CSIT	CSIT	COA	AS	Business Information Worker (BIW)	19-20	11/9/2023
CSIT	CSIT	COA	AS	Business Productivity Software Applications	28	11/9/2023
CSIT	CSIT	COA	AS	Information Technology	25-26	11/9/2023
CSIT	CSIT	COA	AS	Internet and E-Commerce	22-23	11/9/2023
CSIT	CSIT	COA	AS	Management Information Systems (MIS)	30-31	11/9/2023
CSIT	CSIT	COA	AS	Tech Support	23	11/9/2023
MUS	MUS		AA	Music	27	12/7/2023
SOC	SOC		AA-T	Social Justice Studies for Transfer: African America Studies	25	12/7/2023
SOC	SOC		AA-T	Social Justice Studies for Transfer: Chicana and Chicano Studies	18	12/7/2023
SOC	SOC		AA-T	Sociology for Transfer	19	12/7/2023
ILNG	SPAN		AA-T	Spanish for Transfer	19-20	12/7/2023
Total Modified Degrees and Certificates: 18						

II. Certificate and Degree Level						
C. Deleted Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
				None.		
Total Deleted Degrees and Certificates: 0						

I. Noncredit Course Level					
A. New Courses					
Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
AHS	NCABE	10	O	Mentorship for Student Success	1/25/2024
AHS	HSETHN	10	O	Introduction to Ethnic Studies	1/25/2024
Total Noncredit Course Additions: 2					
I. Noncredit Course Level					
B. Modified Courses					
Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
AHS	HSENG	15	O	Everyday Grammar (Career Preparation)	12/7/2023
AHS	HSENG	16	O	Academic Grammar (College Preparation)	12/7/2023
AHS	HSENG	17	O	Basic Skills: Reading and Study Strategies	12/7/2023
AHS	HSENG	21	O	Everyday Writing: The Single Paragraph (Career Preparation)	12/7/2023
AHS	HSENG	22	O	Academic Writing: The Five Paragraph Essay (College Preparation)	12/7/2023
AHS	HSENG	23	O	Everyday Writing: Reports and Projects (Career Preparation)	12/7/2023
AHS	HSENG	25	O	Academic Writing: The Research Paper (College Preparation)	12/7/2023
AHS	HSIFA	14	O	Introduction to Fine Arts 3: The History of Film	12/7/2023
AHS	HSMTH	20	O	Algebra Essentials 1A	12/7/2023
AHS	HSMTH	21	O	Algebra Essentials 1B	12/7/2023
NCGEN	NCENG	15	O	Everyday Grammar (Career Preparation)	12/7/2023
NCGEN	NCENG	16	O	Academic Grammar (College Preparation)	12/7/2023
NCGEN	NCENG	17	O	Basic Skills: Reading and Study Strategies	12/7/2023
NCGEN	NCENG	21	O	Everyday Writing: The Single Paragraph (Career Preparation)	12/7/2023
NCGEN	NCENG	22	O	Academic Writing: The Five Paragraph Essay (College Preparation)	12/7/2023
NCGEN	NCENG	23	O	Everyday Writing: Reports and Projects (Career Preparation)	12/7/2023
NCGEN	NCENG	25	O	Academic Writing: The Research Paper (College Preparation)	12/7/2023
NCGEN	NCENG	30	O	Sentence Crafting	12/7/2023
NCGEN	NCMTH	20	O	Algebra Essentials 1A	12/7/2023
NCGEN	NCMTH	21	O	Algebra Essentials 1B	12/7/2023
NCSTVOC	NCNUR	185		Nursing Skills/Simulation Laboratory I	12/7/2023
NCSTVOC	NCNUR	186		Nursing Skills/Simulation Laboratory II	12/7/2023
NCSTVOC	NCNUR	285		Nursing Skills/Simulation Laboratory III	12/7/2023
NCSTVOC	NCNUR	286		Nursing Skills/Simulation Laboratory IV	12/7/2023
Total Noncredit Course Modifications: 24					

I. Noncredit Course Level					
C. Deleted Courses					
Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
NCGEN	NCHLT	15		Arthritis Exercise Program	1/25/2024
NCVOC	NCBOT	11		Advanced Keyboarding	1/25/2024
NCVOC	NCBOT	12		Ten Key	1/25/2024
NCVOC	NCBOT	35		Management Office Skills	1/25/2024
NCGEN	NCHAS	81		Tai Chi Chuan for Seniors, Beginning	1/25/2024
NCGEN	NCHAS	83		Tai Chi Chuan for Seniors, Advanced	1/25/2024
NCVOC	NCNUR	50		Introduction to Healthcare and Careers	1/25/2024
NCGEN	NCPAR	20		Parent-Toddler Workshop	1/25/2024
Total Noncredit Course Deletions: 8					

III. Noncredit Program Level

A. New Program

Department	Program	Date Approved
	None.	

Total New Noncredit Programs: 0

III. Noncredit Program Level

B. Modified Program

Department	Program	Date Approved
AHS	COC Basic Education for Academic or Workforce Preparation	12/7/2023
AHS	COC English Fundamentals: Grammar	12/7/2023
NCSTVOC	COC Employment Success Skills	12/7/2023
AHS	COC English Fundamentals: Reading and Writing for Academic Preparation	12/7/2023
AHS	COC English Fundamentals: Reading and Writing for Career Preparation	1/25/2024
AHS	COC Diploma	1/25/2024
AHS	COC High School Equivalency	1/25/2024


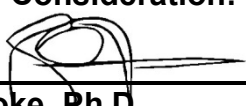
Total Modified Noncredit Programs: 7

III. Noncredit Program Level

C. Deleted Program

Department	Program	Date Approved
	None.	

Total Deleted Noncredit Programs: 0

Subject: Approve Master Service Agreements for RFP No. 02-24 Geotechnical Services and RFP No. 01-24-A DSA Project Inspectors Services	Attachment: Bid Summary-RFP No. 02-24 Geotechnical Services Bid Summary-RFP No. 01-24-A DSA Project Inspectors
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

There is an on-going need for the district to contract with firms providing geotechnical and DSA project inspector services. The district has been completing a separate procurement process to contract for geotechnical and DSA project inspector services when the need arises. Each procurement of a geotechnical and DSA project inspector services contract requires considerable time and costs to prepare a request for proposals and related documents, advertising, completing pre-submittal meetings and responding to pre-submittal questions, evaluation of submitted responses and preparing contracts. To meet the on-going geotechnical and DSA project inspector service needs, to reduce the burden on administrative staff, and to reduce costs to obtain geotechnical and DSA project inspector services, the district issued a Request for Proposals (“RPP”) for award of five-year term agreements for on-going geotechnical and DSA project inspector services.

Key components of the RFPs include:

- District award of multiple on-going geotechnical DSA project inspector services contracts to establish “pool” of geotechnical and DSA project inspector firms.
- When requested by the district, proposals submitted by “pool” geotechnical and DSA project inspector firms for each project, a project assignment amendment will be issued to the firm selected for a project covering specific requirements for the project.

The RFP established evaluation criteria designed to assess the knowledge, skills, experience, and proposed pricing and that award of the on-going services contracts would be to the highest scoring firms.

STATUS

RFP No. 02-24, On-Going Geotechnical Services

RFP No. 02-24, on-going geotechnical services was issued by the purchasing department and advertised in the San Diego Union-Tribune on October 13 and 20, 2023. The bid documents were made available and sent out to 152 geophysical surveying and mapping and engineering service vendors through the district's PlanetBids bid management portal system. Thirteen vendors submitted electronic proposals by the December 7, 2023, deadline via PlanetBids. Out of the thirteen, ten were responsive. A committee was appointed to review the RFP responses. The evaluation committee reviewed, evaluated, and scored the submitted RFP responses in accordance with the RFP evaluation criteria. District staff has determined that a "pool" of four geotechnical services firms under on-going services contracts would be sufficient to ensure competition for each specific project and to cover the district's on-going geotechnical services needs. The four highest scored RFP responses were submitted by the following geotechnical firms:

- Ninyo & Moore
- NV5
- Twining
- Atlas

RFP No. 01-24-A DSA Project Inspectors Services

RFP No. 01-24-A, DSA project inspector services was issued by the purchasing department and advertised in the San Diego Union-Tribune on November 30 and December 7, 2023. The bid documents were made available and sent out to 45 building inspection services vendors through the district's PlanetBids bid management portal system. Seven vendors submitted electronic proposals by the December 20, 2023, deadline via PlanetBids. All were responsive. A committee was appointed to review the RFP responses. The evaluation committee reviewed, evaluated, and scored the submitted RFP responses in accordance with the RFP evaluation criteria.

District staff has determined that a "pool" of four DSA project inspector services firms under on-going services contracts would be sufficient to ensure competition for each specific project and to cover the district's on-going DSA project inspector service needs. The four highest scored RFP responses were submitted by the following DSA project inspector firms:

- Blue Coast Consulting
- Consulting & Inspection Services, LLC
- TYR, Inc.
- Vital Inspection Services, Inc.

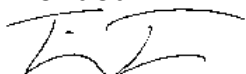
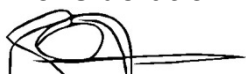
RECOMMENDATION

Award on-going geotechnical services agreements for a five-year term to the following geotechnical services firms submitting the four highest scored RFP responses:

- Ninyo & Moore
- NV5
- Twining
- Atlas

Award on-going DSA project inspector services agreements for a five-year term to the following DSA project inspector services firms submitting the four highest scored RFP responses:

- Blue Coast Consulting
- Consulting & Inspection Services, LLC
- TYR, Inc.
- Vital Inspection Services, Inc.

Subject: Ratify Budget Transfers/Revisions	Attachment: Budget Transfers/Revisions Summary
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Total amounts budgeted in the final budget as the proposed expenditure for each major account classification shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the Board of Trustees. Title 5 requires board approval by a majority of members of the board for transfers between major account classifications as defined by the *California Community Colleges Budget and Accounting Manual*:

- | | |
|------|--|
| 1000 | Academic Salaries |
| 2000 | Classified Salaries |
| 3000 | Employee Benefits |
| 4000 | Supplies (small tangible items) |
| 5000 | Contract Services (intangibles) |
| 6000 | Capital Outlay |
| 7000 | Transfer Out, Student Financial Aid, Contingencies |

Title 5 also requires that two-thirds of the members of the board approve transfers from the reserve for contingencies.

STATUS

The attached information reflects the second quarter budget transfers and revisions, after budget adoption, between major account classifications for all funds for the quarter period ending December 31, 2023.

- The second quarter budget transfer was \$2.3 million with a net \$0 impact. Transfers between ledger accounts are performed to meet the needs of the department and district. See notables for highlights.

- The second quarter budget revision was \$5.12 million in addition to the original adopted budget. See notables for highlights.

Budget Transfer Notables:

- **Fund 12, 190164_GR STA Learning Aligned Employment Prog (LAEP):** \$1.5 million was transferred from the contingent account to classified salary, benefits, and contract services accounts to cover upcoming costs, there was no impact on the bottom line.

Budget Revision Notables:

- **Fund 12, Grants: \$3.56 million net budget added.** \$3.13 million was for new grants received from the California Apprenticeship Initiative (CAI) for Food Services Manager (\$1.5M), CAI Regenerative Med (\$1.5M), and Rising Scholars Network (\$133,000).
- **Fund 41, Capital Outlay Project: \$813 thousand net budget added.** \$813,000 from reserves was added to the expense budget for the Child Development Center security and ADA upgrades projects; these were previously allocated to be funded by the state’s PPIS budget, which was cut.
- **Fund 41, Lease Revenue Bond:** \$550,000 project budget was added based on the October 18, 2023, bond sale cashflow, for an estimated project commitment of \$3.1 million (6 percent of the bond fund, \$50 million) by June 30, 2024. The original adopted budget expense was estimated at the minimum \$2.5 million (5 percent) spending commitment, which was approved prior to sale of the bond. The \$3.1 million budget is for projects OC-Renovation for Bldg. 4500 Science (\$900,000), OC Solar Project (\$1.91 million), and Wayfinding/Signage project (\$240,000).
- **Fund 61, Self-Insurance Fund:** \$200,000 from reserves was added to the service expense budget line to cover for the unforeseen emergency repairs due to the power outages that occurred in November and December 2023.

**SUMMARY OF BUDGET TRANSFERS – ALL FUNDS
QUARTER ENDING December 31, 2023 (2Q FY2023/24)**

The schedule listed below summarizes the net impact of budget transfers between major account classifications for all funds.

Fund	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equipment	7 Contingent/ Transfers/ Fin Aid	Grand Total
11_FD Unrestricted General Fund	(\$11,055)	\$8,032		(\$8,947)	(\$26,320)	\$53,290	(\$15,000)	\$0
12_FD Restricted General Fund	\$63,000	\$359,258	\$469,283	(\$232,820)	\$854,933	\$286,228	(\$1,799,882)	\$0
41_FD Capital Outlay Projects Fund					\$380,000	(\$380,000)		\$0
43_FD General Obligation Bond Fund				(\$250,000)	(\$300,000)	\$550,000		\$0
61_FD Self-Insurance Fund					\$20,000	(\$20,000)		\$0
Grand Total	\$51,945	\$367,290	\$469,283	(\$491,767)	\$928,613	\$489,518	(\$1,814,882)	\$0
NET TRANSFER-IN BY ACCOUNT								(\$2,306,649)
NET TRANSFER-OUT BY ACCOUNT								\$2,306,649





**SUMMARY OF BUDGET REVISIONS – ALL FUNDS
 QUARTER ENDING December 31, 2023 (2Q FY2023/24)**

The schedule listed below summarizes the net impact of budget revisions for all account classifications for all funds.

Fund	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equipment	7 Contingent/ Transfers/ Fin Aid	Grand Total
11_FD Unrestricted General Fund	(\$42,089)	(\$125,311)	(\$1,000)	(\$16,100)	\$209,225	\$5,275	(\$30,000)	\$0
12_FD Restricted General Fund	\$20,484	\$440,942	\$238,198	\$94,747	\$2,421,583	\$425,693	(\$83,297)	\$3,558,350
41_FD Capital Outlay Projects Fund					\$998,000	(\$53,000)	(\$132,000)	\$813,000
41_FD Lease Revenue Bond						\$550,000		\$550,000
61_FD Self-Insurance Fund					\$200,000			\$200,000
Grand Total	(\$21,605)	\$315,631	\$237,198	\$78,647	\$3,828,808	\$927,968	(\$245,297)	\$5,121,350

RECOMMENDATION

Ratify the budget transfers and budget revisions, as shown in the tables above.

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification List
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. (calendar year 2024 = \$114,500.00), 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, 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, 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 Accounting Act (CUPCCAA) with a current bid limit of \$200,000 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 contracts and purchase orders, as listed in the attachment.

**Contract and Purchase Order Ratification List
December 19, 2023 - January 21, 2024**

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 (CUPCAA) per PCC §220000 et seq.

CUPCAA POs from \$5,000 – \$200,000

PO #	Vendor	Description	Amount
24000061	Maurice Gannon	Lots 1A-2A and Strawberry Place S V-Ditch (Fac)	\$24,950.00
24000064	Maurice Gannon	T&F Light Tower Pads (Fac)	\$13,450.00
24000063	Frontier Fence Company Inc	6100/T600 Automated Gate Repair (Fac)	\$9,918.00

In accordance with BP/AP 6340—Bids and Contracts, Emergency Repair Contracts Without Bid, the following transactions were procured when repairs or alternations are necessary to continue existing classes or to avoid danger of life or property.

Emergency Repair Contracts Without Bid

PO #	Vendor	Description	Amount
	No Entries This Period		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

POs from \$25,000 - \$114,500

PO #	Vendor	Description	Amount
24000209	The PAPE Group Inc.	Equipment (Fac)	\$68,614.57
24000226	ePlus Technology, inc.	Wireless Project (ITS)	\$53,624.33
24000027	Blackhawk Network Inc.	Transportation Cards (EOPS)	\$35,044.25

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive informal quotes (e.g., telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 - \$24,999

PO #	Vendor	Description	Amount
24000154	Sutton Environmental Services	District Wide Tree Maintenance (Fac)	\$24,920.00
24000153	Lifetime Products, Inc.	Supplies and equipment (Pur)	\$23,805.41
23005227	Air Filter Supply a California Corporation	Supplies (Fac)	\$21,297.49
24000009	BankMobile Disbursements	Software Maintenance (ITS)	\$18,668.60
24000095	Earthling Automotive LLC	Train the trainer session (SWP Auto)	\$15,000.00
24000139	B. Love Media & Publishing LLC	Guest Speaker (Convocation)	\$15,000.00
24000164	WRD Consulting, LLC	Title V Grant Consulting (Inst. Srvcs.)	\$15,000.00
24000045	TestOut Corporation	Exam Fees (RD8)	\$14,750.00
24000225	4allpromos	90th Annv Promo Items (PIO)	\$12,860.78
24000114	Help Desk Technology Corporation	Software Maintenance (ITS)	\$11,971.01
24000008	Big Tree Capital Partners, LLC	Raiser's Edge Software (Foundation)	\$10,190.00
24000126	ePlus Technology, inc.	Wireless Project Consulting (ITS)	\$10,000.00

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include use of pre-existing contracts or negotiation to provide maximum value to the district.

POs from \$5,000 – \$9,999

PO #	Vendor	Description	Amount
24000104	Southwest Offset Printing	College for Kids Catalogue/Mailer (TCI)	\$9,395.40
24000141	Fisher Scientific Company	Replacement plant grow unit (BIO)	\$9,173.11
24000021	Visix Inc	Software Maintenance (ITS)	\$9,004.28
24000102	Daylene Michele Meuschke	External Evaluator (Title V Grant)	\$9,000.00
23005239	Community College League of California	Library E-Resources (Lib)	\$8,876.00
24000046	iContact Marketing Corp	Communication Contract Services (PIO)	\$7,950.00

23005226	Air Filter Supply a California Corporation	Supplies (Fac)	\$7,360.93
24000039	Workday Inc	Software Maintenance (Bus Serv)	\$6,600.00
23005238	ProQuest LLC	Library E-Resources (Lib)	\$5,649.00
24000207	MLC CAD Systems, LLC	Equipment and Software (TCI)	\$5,520.75
24000041	Herff Jones Inc	Associates Diploma Covers (A&R)	\$5,512.50
24000013	American Golf Corporation	Contract Services (HR)	\$5,056.57
24000092	ZRG, LLC	Contract Services Internship (TCI)	\$5,040.00
23005230	3Play Media Inc	Consulting (DSPS)	\$5,000.00
24000163	Timothy Barnes	AI Training (SBDC)	\$5,000.00

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
PO #	Vendor	Description	Amount
	No Entries This Month		

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
	No Entries This Month		

Total Contract Expenditures: \$503,202.98
Ratify MCC purchase orders 23005218 through 24000230

In accordance with BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following transactions were executed or amended as follows.

MOUs / Grants / Instructional / Miscellaneous Agreements			
Contract #	Other Party	Description	Amount
23000181	Wolters Kluwer Health, Inc.	Wolter's Lippincott Curriculum Agreement	\$400,000.00
24000003	Peerspace, INC	Peerspace, AVB Supplemental booking Agreement	\$449.55
23000139	Point Loma Nazarene University	Point Loma On-Site Baccalaureate Program	\$0.00
23000173	American Institute for Foreign Study	Study Abroad Spring 2024 Paris	\$0.00
24000004	Naval Medical Center San Diego	Training Agreement - Trainees at A MTF	\$0.00

In accordance with BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following transactions were executed or amended as follows.

Facilities Use Agreements			
Contract #	Licensee	Description	Amount
24000006	Oceanside Breakers	Soccer matches	\$630.00
24000005	Vista Storm Soccer Club	San Diego Wave Regional Center of Excellence training session	\$302.50
24000007	University of Saint Katherine	USK tennis practices and matches	\$3,740.95

**Capital Improvement Program Contract and Purchase Order Ratification List
December 19, 2023 – January 21, 2024**

In accordance with Board Resolutions #13-10/11 and #14-10/11, the following public works transactions were procured in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000

PO #	Vendor	Description	Amount
	No Entries This Period		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

POs from \$25,000 - \$114,500

PO #	Vendor	Description	Amount
24000066	Parron Hall Office Interiors	04216 Muzo Kite Tables for OCN Library Building - Provided and installed by Parron Hall OCN	\$105,317.98
24000065	Parron Hall Office Interiors	04216 Ancillary Furniture for OCN Library Building OCN	\$101,178.65

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive informal quotes (e.g., telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 - \$24,999

PO #	Vendor	Description	Amount
24000151	ABC School Equipment Inc	04201 Whiteboards for HWH OCN	\$14,217.56

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include using pre-existing contracts or negotiation to provide maximum value to the district.

POs from \$0 - \$9,999

PO #	Vendor	Description	Amount
23005241	Parron Hall Office Interiors	04201 Landscape Forms Furniture for HWH Outdoor Space. OCN	\$9,067.02
24000083	Parron Hall Office Interiors	04207 Front Desk LVT Reno Building B1000 OCN	\$5,362.17
24000117	Mobile Mini	04201 40' Connex Box Rental OCN	\$5,200.00
23005223	Bell Blueprint	03722 Estimated Blueprint Services for Fiscal Year 23/24	\$5,000.00
24000212	The Amerigroup Inc.	04117 Door lockset replacement SAN	\$1,556.06
23005242	Global Equipment Company	04204 Global Supplies for Gym/KHAN OCN	\$1,157.59
24000211	State Water Resources Control Board	04215 Annual Permit Fee for New Arts Media Bldg 2800 OCN	\$600.00

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders

PO #	Vendor	Description	Amount
23005079	Waxie Sanitary Supply	04201 Change Order 1 OCN	\$7,890.00
23004673	Shadpour Consulting Engineers Inc	04216 Change Order 2 OCN	\$2,800.00
23004106	Elite Relocation Services	04202 Change Order 5 OCN	\$1,200.00

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders

PO #	Vendor	Description	Amount
23003452	Balfour Beatty Construction LLC	04204 Change Order 30 OCN	\$315,351.00

23003446	Balfour Beatty Construction LLC	04201 Change Order 30 OCN	\$183,918.00
23003450	Level 10 Construction	04216 Change Order 10 OCN	\$77,319.00
23003447	C W Driver LLC	04202 Change Order 22 OCN	\$71,373.00
23003448	Balfour Beatty Construction LLC	04215 Change Order 17 OCN	\$62,321.00

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.I (10/19/17); and other applicable laws, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is \$35,593,000.

MM-17-002 – Geotechnical Engineering Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-002 – Geotechnical Engineering Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.K (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is \$1,200,000.

MM-17-003 – Civil Engineering Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-003 – Civil Engineering Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.K (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-012 is \$2,252,892.

MM-17-012 – Commissioning Services Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-012 – Commissioning Services Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.L (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-013 is \$6,663,954.

MM-19-013 – Inspector of Record Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-19-013 – Inspector of Record Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.M (06/13/19); and other

applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-014 is \$6,193,914.

MM-19-014 – Special Inspection Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-19-014 – Special Inspection Task Change Orders

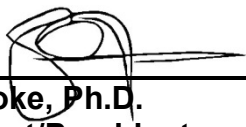
Contract #	Other Party	Description	Amount
MM 19-0148	Atlas Technical Consultants LLC	04203 Change Order 5 OCN	\$132,117.00

Total Contract Expenditures: \$1,102,946.03

Ratify purchase orders — 23005223, 23005241, 23005242, 24000065, 24000066, 24000083, 24000117, 2400015, 24000211, 24000212

Ratify purchase orders (Task Orders) — N/A

Ratify purchase orders (Contracts) — N/A

Subject: Adopt Resolution No. 11-23/24 – Excuse Board Member Absence	Attachment: Resolution No. 11-23/24 – Excuse Board Member Absence
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc.missionstatement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Trustee Rick Cassar was absent from the organizational meeting of the MiraCosta Community College District Board of Trustees on December 14, 2023, due to a hardship deemed acceptable to the board.

RECOMMENDATION

Adopt Resolution No. 11–23/24, excusing the absence of Trustee Rick Cassar from the regular meeting on December 14, 2023.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 11-23/24**

EXCUSE BOARD MEMBER ABSENCE

WHEREAS, Trustee Rick Cassar was absent from the regular meeting of the MiraCosta Community College District Board of Trustees on December 14, 2023, due to a hardship deemed acceptable to the board.

NOW, THEREFORE, BE IT RESOLVED by the MiraCosta Community College District Board of Trustees that the above-noted absence of Trustee Cassar is excused and that, in accordance with the applicable provisions of Education Code section 72024, 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 15th day of February 2024, by the following vote, which constitutes a majority of the Board of Trustees:

AYES:

NOES:

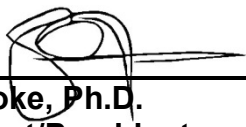
ABSTAINING:

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.

Secretary of the Board of Trustees

Subject: Adopt Resolution No. 12-23/24 – Excuse Board Member Absence	Attachment: Resolution No. 12-23/24 – Excuse Board Member Absence
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



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

STATUS

Trustee Raye Clendening was absent from the regular meeting of the MiraCosta Community College District Board of Trustees on November 16, 2023, due to a hardship deemed acceptable to the board.

RECOMMENDATION

Adopt Resolution No. 12–23/24, excusing the absence of Trustee Raye Clendening from the regular meeting on November 16, 2023.

Subject: Approve Award of a Design-Build Services Contract for RFQ/P #MM-23-003 Oceanside B4500 Science Building Renovation Project	Attachment: Resolution No. 10-23/24: Make Finding to Approve the Use of and Enter into a Design-Build Contract for the Oceanside B4500 Science Building Renovation Project
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

RFQ/P #MM-23-003 is a design-build procurement under the Measure MM program to design and renovate the existing B4500 Science Building on the Oceanside campus. The procurement was conducted pursuant to Education Code sections 81700 et seq. and the contract is being awarded on a “Best Value” basis as permitted by Education Code sections 81700 et seq. “Best Value” means: “a value determined by objective criteria and may include, but need not be limited to, price, features, functions, life-cycle costs, and other criteria deemed appropriate by the community college district.” “Design-build” means: “a procurement process in which both the design and construction of a project are procured from a single entity”; and “Design-build entity” means: “a corporation, limited partnership, partnership, or other association that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract.” Education Code sections 81701 (a), (b), and (c).

The benefits of a design-build contract project delivery system include accelerated completion of the project, cost containment, reduction of construction complexity, and reduced exposure to risk for the community college district. The legislature has also found that the cost-effective benefits to the community college districts are achieved by shifting the liability and risk for cost containment and project completion to the design-build entity.

STATUS

As authorized by the statutory scheme, the procurement was conducted in a two-step process. Step one consisted of a Request for Qualifications under which interested design-build entities were prequalified to submit proposals for the Project. Step two was the issuance of a Request for Proposals to the four (4) pre-qualified proposers determined through step one. All four (4) Finalists submitted proposals.

The Request for Proposals set forth the scope of the Project, including without limitation: performance specifications covering the quality of materials, equipment, and workmanship, preliminary plans or building layouts, and other information deemed necessary to describe adequately the district's needs. The Initial Project Criteria documents for the Project were prepared by a design professional duly licensed and registered in California to perform the requisite services. The Initial Project Criteria documents also included factors such as design approach, life cycle costs, project features, and project functions.

The proposals submitted were evaluated by a selection committee using the Uniform Scoring factors set forth in the Request for Proposal Documents. Upon completion of the scoring, the finalists were ranked from the most advantageous to least advantageous to the district. District staff is making the Recommendation for Award of a Design-Build Contract as set forth below.

Findings

Pursuant to Education Code section 81702 (a) the board is required to make written findings supporting the award of the Design-Build Contract. District staff submits the following written findings to the board to review and adopt said findings, provided the board agrees therewith, as the board's own findings in support of the award of the contract in question.

After evaluation of the traditional design, bid, and build process of community college facility construction and of the design-build process, it has been determined that the use of the design-build process on the Oceanside B4500 Science Building Renovation project ("Project") will: (1) provide features not achievable through the traditional design-bid-build method (such as permit the general contractor to design the Project, involve subcontractors in the design process, and directly hire an architect and engineers to form a design-build team); (2) expedite the Project's completion; (3) reduce costs; and (4) shift the risk of design for the Project to the Design-Build Entity.

Based on the factors and scoring criteria set forth by the district in the Request for Proposals, the finalists average scores, rankings and design, and construction phase pricing are as follows:

1. Balfour Beatty Construction, LLC and HMC Architects ("Balfour")

Total Average Score:	703
Total Design Phase Price:	\$2,432,988
Project Insurance Cost:	3.96% of Balfour's Direct/Hard Construction Costs
Overhead and Profit:	4.64% of Balfour's Direct/Hard Construction Costs
General Conditions:	\$2,559,537

2. C.W. Driver and HED ("CWD")

Total Average Score:	687
Total Design Phase Price:	\$2,442,218
Project Insurance Cost:	3.17% of CWD's Direct/Hard Construction Costs
Overhead and Profit:	4.38% of CWD's Direct/Hard Construction Costs
General Conditions:	\$2,660,793

3. Rudoph & Sletten Construction and Gensler (“R&S”)

Total Average Score:	672
Total Design Phase Price:	\$2,486,624
Project Insurance Cost:	2.00% of R&S’ Direct/Hard Construction Costs
Overhead and Profit:	5.75% of R&S’ Direct/Hard Construction Costs
General Conditions:	\$2,460,740

4. Swinerton Builders and DLR (“Swinerton”)

Total Average Score:	650
Total Design Phase Price:	\$2,079,000
Project Insurance Cost:	1.25% of Swinerton’s Direct/Hard Construction Costs
Overhead and Profit:	3.75% of Swinerton’s Direct/Hard Construction Costs
General Conditions:	\$2,811,000

Note: The “Total Design Phase Price(s)” set forth above include pricing for Programming and Collaboration Phase Services, Design through Agency Approval Phase Services, and the Design-Build Entity’s preparation of its Proposed Guaranteed Maximum Price. The Proposers’ Price Proposals, as set forth above, also included pricing for General Conditions, as well as Project Insurance Costs, and Overhead and Profit, the latter two costs provided as a percentage of the Design-Build Entities’ Direct/Hard Construction Costs during the Project’s Construction Phase Services. The Final Guaranteed Maximum Price for Construction Phase Services for the Project will be determined based upon “open book” competitive proposals for the subcontractor trade packages developed and prepared by the the Design-Build Entity after obtaining Division of State Architect approval of the Construction Documents for the Project, as well as the pricing received in connection with these latter services.

Based on the factors and scoring criteria set forth by the district in the Request for Proposals, district staff has determined that Balfour Beatty Construction, LLC’s Proposal presents the Best Value to the district.

The proposed pricing from Balfour Beatty Construction, LLC for: (1) Programming and Collaboration Phase Services (“Phase 1 Services”); (2) Design Through Agency Approval and Final Guaranteed Maximum Price Phase Services (“Phase 2 Services”); and (3) General Conditions, for the design-build contract, is as follows:

1. **Project No. 04237 – Oceanside B4500 Science Building Renovation Project:**
Phase 1 Services: \$156,887; Phase 2 Services: \$2,276,101 and General Conditions Costs \$2,559,537.

RECOMMENDATION

Given the foregoing, district staff, the Project Management Office, and outside legal counsel recommend as follows and request that the Board take the following actions:

1. Adopt the written Findings set forth above herein as findings of the board; and
2. Approve Resolution No. 10-23/24 set forth below; and

3. Approve the Award of the Design–Build Contract for the Oceanside B4500 Science Building Renovation Project to Balfour Beatty Construction, LLC and HMC Architects; and
4. Direct staff to bring the final proposed Guaranteed Maximum Price for the Construction Phase of the Design-Build Contract back to the board for approval when district staff has received same from the awardee; and
5. Authorize payment of a stipend of \$25,000 to each of the three (3) unsuccessful finalists who are: C.W. Driver and HED, Rudolf & Sletten and Gensler, and Swinerton Builders and DLR respectively.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 10-23/24

MAKE FINDING TO APPROVE THE USE OF AND ENTER INTO A DESIGN-BUILD CONTRACT FOR THE OCEANSIDE B4500 SCIENCE BUILDING RENOVATION PROJECT

WHEREAS, the Board of Trustees of the MiraCosta Community College District (“District”) have been requested to make a finding that it is in the best interest of the district to enter into a design-build contract for the Oceanside B4500 Science Building Renovation Project and approve the use of a design-build contract for the Oceanside B4500 Science Building Renovation Project pursuant to Education Code Section 81702(a);

WHEREAS, Education Code Section 81702(a) provides, in pertinent part, that: “Upon a determination by a community college district governing board that it is in the best interest of the community college district, the governing board may enter into a design-build contract for both the design and construction of a community college facility if that expenditure exceeds two million five hundred thousand dollars (\$2,500,000) if, after evaluation of the traditional design, bid, and build process of community college facility construction and of the design-build process in a public meeting, the governing board makes written findings that the use of the design-build process on the specific project under consideration will accomplish one of the following objectives: reduce comparable project costs, expedite the project’s completion, or provide features not achievable through the traditional design-bid- build method.”

WHEREAS, Education Code Section 81702(a) requires the board to make certain findings;

WHEREAS, the district’s expenditure for the Oceanside B4500 Science Building Renovation exceeds two million five hundred thousand dollars (\$2,500,000);

NOW THEREFORE BE IT RESOLVED THAT:






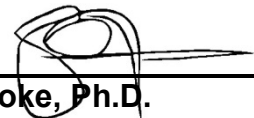
1. The board has determined that it is in the best interest of the district to enter into a design-build contract for the design and construction of the Oceanside B4500 Science Building Renovation Project; and
2. The board hereby adopts the findings and conclusions of district staff as set forth in the board item as the board’s own findings and conclusions; and
3. The board accepts and approves the recommendations submitted by district staff, the Program Management Office, and outside legal counsel as set forth above.

DATED, SIGNED AND APPROVED this 15th day of February 2024.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____

Rick Cassar
President, Board of Trustees

<p>Subject:</p> <p>Approve FY2024/25 Nonresident Tuition Fee</p>	<p>Attachment:</p> <ul style="list-style-type: none"> •2007 Legal Opinion on the Option for Setting Nonresident Tuition •Nonresident Tuition and Capital Outlay Fees Memorandum •2024/25 Nonresident Tuition Fees Worksheet
<p>Category:</p> <p>Action Items</p>	<p>Type of Board Consideration:</p> <p>Information Consent Action </p>
<p>Institutional Goals:</p> <p>mcc_mission_statement.pdf (miracosta.edu)</p>	<p>Institutional Goal Supported:</p> <p>Goal 1  Goal 2  Goal 3  Goal 4</p>
<p>Recommended:</p>  <hr/> <p>Tim Flood Assistant Superintendent/Vice President, Administrative Services</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

The California Education Code provides for nonresident tuition-fee income to support education and education-support costs for nonresident students. Education Code §76140 requires that each district governing board establish the nonresident tuition fee not later than March 1 (AB 3255, 9/1/2018) for the succeeding year. Education Code §76140 specifies seven options to determine the nonresident tuition fee, listed below.

The options to consider for MiraCosta College for FY2024/25 is between \$356 and \$540 per semester unit as shown below:

- A.1 The district’s average cost: \$540.
- A.2 The district’s average cost with ten percent or more noncredit FTES: N/A for MiraCosta as we are at 8.2 percent.
- B.1 The statewide average expense of education: \$406.
- B.2 The highest statewide average (highest year of the succeeding, current, and four prior years): \$414.
- C. Contiguous district (an amount not to exceed the fee established by the governing board of any contiguous district.): San Diego Community College District \$356
- D. Between statewide average expense and district expense: \$406 to \$540.
- E. Comparable state’s average per semester tuition: \$432.

Nonresident Capital Outlay Fee

Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB

540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries

Education Code section 76142 states a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) \$100. This fee may be deducted from the tuition fee at the time of enrollment.

STATUS

The current nonresident tuition and other fees for the FY2023/24 fiscal year are as follows:

- MiraCosta CCD \$332 per semester unit
- Palomar CCD \$332 per semester unit
- San Diego CCD \$331 per semester unit
- Grossmont/Cuyamaca CCD \$332 per semester unit

Proposed Changes to Option C – Contiguous District.

We recently learned that the Chancellor's Office was going to apply a 2007 legal interpretation regarding education code 76140 and the legislative intent of 1989 Senate Bill 646 in setting non-resident tuition fees. This revived interpretation would have removed our ability to use a contiguous district's rates as we have done in the past if those rates are below our district average cost or the state average cost (whichever is less). This was included in the non-resident fee worksheet which colleges are required to complete and submit as shown below.

- Districts wishing to use Option C may consult with contiguous districts regarding adopted fees.
- Districts who use Option C may use the contiguous district's (1) 2023-24 academic year fee adopted as of March 1, 2023, or (2) 2024-25 academic year fee adopted by the district as of March 1, 2024.
- Districts may not set their fee amount less than their district's actual cost or the statewide average cost, whichever is less.

This was a significant departure from past practice that would have resulted in an increase of \$74 per unit for non-resident tuition in 2024-25 (from \$332 to \$406), creating a direct conflict with paragraph 7(D) in section 76140 of ed code which states " Nonresident tuition fee increases shall be gradual, moderate, and predictable." Base on this conflict and the undue financial burden and stress this would have placed on students, the Chancellor's Office has revised their position and will allow districts to use a contiguous district's to set a lower tuition fee in alignment with the gradual, moderate, and predictable fee increase parameters identified in education Code Section 76140.

RECOMMENDATION

To ensure that non-resident student tuition fees increases are gradual, moderate, and predictable, approve implementing "Other – Fee" option setting the fee at \$356 per semester unit, for nonresident students with no capital outlay charge or processing fee for international students, effective fall 2024. This represents a moderate 7.2 percent increase and aligns with the fees set by other districts in the region.

TO: Chief Business Officers
Chief Instructional Officers

FROM: Lorena Romero, Director
Fiscal Standards and Accountability Unit

RE: 2024-25 Nonresident Tuition and Capital Outlay Fees

Education Code section 76140 requires each district governing board to establish the nonresident tuition fee for the succeeding fiscal year by March 1.

Nonresident Tuition Fee

Education Code section 76140 specifies seven options to determine the nonresident tuition fee.

- **Option A.1 – District Average Cost**

The district expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total FTES in the preceding fiscal year.
- **Option A.2 – District Average Cost with 10 Percent or More Noncredit FTES**

If noncredit FTES is equal to or greater than 10 percent of total FTES, the district expense of credit education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total credit FTES in the preceding fiscal year.
- **Option B.1 – Statewide Average Cost**

The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by statewide total full-time equivalent students (FTES) in the preceding fiscal year.
- **Option B.2 – Highest Statewide Average Cost**

The highest amount calculated pursuant to Option B.1 for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- **Option C – Contiguous District**

An amount not to exceed the fee established by the governing board of any contiguous district. Districts choosing this option may consult with contiguous districts regarding adopted fees and may use a contiguous district's fee adopted in the current or prior year. For example, if a district chooses to base their 2024-25 fee on that of a contiguous district, the district may use the contiguous district's fee applicable to the 2023-24 academic year or 2024-25 academic year.

When using this option, districts may not set their fee amount less than the districts actual cost or the statewide average cost, whichever is less. For additional information, please see [Legal Opinion O 07-01 – Options for Setting Nonresident Tuition](#).

The Chancellor's Office may request additional documentation if a district chooses Option C.

- Option D – Between Statewide Average Expense of Education and District Expense of Education

Fees adopted must be greater than statewide average expense of education and less than the district expense of education.

- Option E – Comparable States Average

No greater than the preceding fiscal year average nonresident tuition fees of public community colleges in at least 12 states comparable to California in cost of living.

As a reminder, if a district chooses to adopt Options B.2 or E, existing law requires districts to use the additional revenue generated by the increased nonresident tuition to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

Graduate, Moderate, and Predictable Fee Increases

The California Education Code establishes the methods available to community college districts to calculate nonresident tuition fees and states that increases in these fees "shall be gradual, moderate, and predictable," presumably to mitigate the potential for financial hardships disrupting educational progress. In the event that the nonresident tuition fee calculation would result in a significant year-over-year increase, districts should consider adopting the fee along with a reasonable, phased implementation plan to meet the "gradual, moderate, and predictable" requirement. Districts may also implement installment payments as a strategy for making fee increases more manageable.

Nonresident Capital Outlay Fee

Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB 540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries

Education Code section 76142 states, a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) \$100. This fee may be deducted from the tuition fee at the time of enrollment.

Exemptions

Community college district **may** exempt from all or parts of the fee any person described in paragraph (1), (2), (3), or (6) below:

- 1) All nonresidents who enroll for six or fewer units. Exemptions made pursuant to this paragraph shall not be made on an individual basis.
- 2) Any nonresident who is both a citizen and resident of a foreign country if the nonresident has demonstrated a financial need for the exemption. Not more than 10 percent of the nonresident foreign students attending any community college district may be so exempted. Exemptions made pursuant to this paragraph may be made on an individual basis.
- 3) (A) A student who, as of August 29, 2005, was enrolled, or admitted with an intention to enroll, in the fall term of the 2005-06 academic year in a regionally accredited institution of higher education in Alabama, Louisiana, or Mississippi, and who could not continue the student's attendance at that institution as a direct consequence of damage sustained by that institution as a result of Hurricane Katrina.
(B) The chancellor shall develop guidelines for the implementation of this paragraph. These guidelines shall include standards for appropriate documentation of student eligibility to the extent feasible.
(C) This paragraph shall apply only to the 2005-06 academic year.
- 6) (A) A student who attends Lake Tahoe Community College and who has residence, pursuant to subparagraph (B), in one of the following communities in Nevada:
 - i. Incline Village

- ii. Kingsbury
- iii. Round Hill
- iv. Skyland
- v. Stateline
- vi. Zephyr Cove

(B) Residence shall be determined pursuant to Article 5 (commencing with Section 68060) of Chapter 1 of Part 41 of Division 5. A person shall have residence in one of the communities listed in subparagraph (A) if the person has lived in the community for more than one year immediately before seeking the fee exemption pursuant to this paragraph.

(C) The governing board of the Lake Tahoe Community College District shall adopt rules and regulations for determining a student's residence classification and for establishing procedures for an appeal and review of the residence classification. No more than 200 students shall be exempted from payment of a nonresident tuition fee under this paragraph in any academic year.

Community college district **shall** exempt from all of the fee any person described in paragraph (4), (5), or (7) below:

- 4) A special part-time student, other than a person excluded from the term "immigrant," for purposes of the federal Immigration and Nationality Act ([8 U.S.C. Sec. 1101](#)), pursuant to paragraph (15) of [subsection \(a\) of Section 1101 of Title 8 of the United States Code](#), admitted pursuant to [Section 76001](#), [76003](#), or [76004](#).
- 5) A nonresident student who is a United States citizen who resides in a foreign country, if that nonresident meets all of the following requirements:
 - (A) Demonstrates a financial need for the exemption.
 - (B) Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with [Section 1229c of Title 8 of the United States Code](#). The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of the student's parent or guardian.
 - (C) Moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).
 - (D) Lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.
 - (E) Attended a public or private secondary school, as described in Sections 52 and 53, in the state for three or more years. The student shall provide documents that demonstrate the student's secondary school attendance.

(F) Upon enrollment, the student will be in the student's first academic year as a matriculated student in California public higher education, as that term is defined in [subdivision \(a\) of Section 66010](#), will be living in California, and will file an affidavit with the institution stating that the student intends to establish residency in California as soon as possible.

- 7) (A) A nonresident student who enrolls in a credit English as a second language (ESL) course at a California Community College and who is any of the following:
- (i) A recent immigrant, as defined in Section 1101(a)(15) of Title 8 of the United States Code.
 - (ii) A recent refugee, as defined in Section 1101(a)(42) of Title 8 of the United States Code.
 - (iii) A person who has been granted asylum by the United States, as defined in Section 1158 of Title 8 of the United States Code.
- (B) This exemption shall apply only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.
- (C) This exemption shall apply only to the tuition fee for credit ESL courses.

To learn more about these exemptions, refer to Education Code sections 76140 through 76143, the [Residency For Tuition Purposes- General Overview \(revised May, 2023\)](#) document, and the Chancellor's Office's [Legal Advisory 18-02](#).

Tuition Fee Worksheet

The attached worksheet provides data for the computation of the nonresident tuition and capital outlay fees. This year, the worksheet has been converted to an Excel format.

Action Requested/Contact Information

Submit the attached worksheet to the Chancellor's Office by **Friday, March 1, 2024**, via email to fiscalstandards@cccco.edu. If you have questions about this memo, please feel free to contact us at fiscalstandards@cccco.edu.

ATTACHMENT: FS 24-01 Supplement 2024-25 Nonresident Fee Worksheet

District: MiraCosta Community College District
Term: Semester

Nonresident Tuition Fee Options

A.1	District Average Cost		
A.	District Expense of Education for Base Year	\$	140,350,938
B.	District Annual Total FTES		9,126
C.	Average Expense of Education per FTES (A/B)	\$	15,380
D.	U.S. Consumer Price Index Compound Factor		1.0540
E.	Average Cost per FTES for Tuition Year (C x D)		16,211
F.	Nonresident Tuition Fee per Semester Unit (E/30)		540

A.2	District Average Cost with 10 Percent or More Noncredit FTES		
	Noncredit FTES percent of Total		8.2%
A.	District CREDIT ONLY Expense of Education for Base Year		
B.	Annual Total FTES	N/A	
C.	Average Expense of Education per FTES (A/B)	N/A	
D.	U.S. Consumer Price Index Compound Factor		1.0540
E.	Average Cost per FTES for Tuition Year (C x D)	N/A	
F.	Nonresident Tuition Fee per Semester Unit (E/30)	N/A	

B.1	Statewide Average Cost		
A.	Statewide Expense of Education for Base Year		11,233,138,858
B.	Statewide Annual Total FTES		971,642
C.	Average Expense of Education per FTES (A/B)	\$	11,561
D.	U.S. Consumer Price Index Compound Factor		1.0540
E.	Average Cost per FTES for Tuition Year (C x D)		12,185
F.	Nonresident Tuition Fee per Semester Unit (E/30)	\$	406

B.2	Highest Statewide Average Cost		
	Highest year of the succeeding, current, and 4 prior years.		2023-24
	Nonresident Tuition Fee per Semester Unit	\$	414

C	Contiguous District		
	Contiguous District		
	Maximum Fee (Contiguous District Nonresident Tuition Fee)		
	Minimum Fee	✓	406
	Nonresident Tuition Fee per Semester Unit		

D	Between Statewide Average Expense of Education and District Average Expense of Education		
	Maximum (Option A.1 - District Average Cost) per Unit	\$	540
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$	406
	Nonresident Tuition Fee per Semester Unit		

E	Comparable States Average		
	Nonresident Tuition Fee per Semester Unit	✓ \$	432

Nonresident Capital Outlay Fee			
A.	Capital Outlay expense - prior year		
B.	FTES total from prior year	✓	9,126
C.	Capital outlay expense per FTES (A/B)	✓ \$	-
D.	Capital Outlay Fee per Semester Unit (C/30)	✓ \$	-
E.	Adopted Nonresident Tuition Fee	\$	356
F.	50% of Adopted Nonresident Tuition Fee	\$	178
G.	Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	-

**California Community Colleges
2024-25 Nonresident Tuition and Capital Outlay Fee
MiraCosta Community College District**

The district governing board has established Nonresident Fees as shown below.
Adoption Date: February 15, 2024

Nonresident Tuition Fee



Basis for Adoption (Select one)		Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input type="checkbox"/>	B.1 - Statewide Average Cost	
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	
<input checked="" type="checkbox"/>	Other - Fee That Represents a Gradual, Moderate Increase From Prior Year	\$ 356

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 0		
<input type="checkbox"/>	Nonresident Capital Outlay Fee	

Contact Information

Signature:	
Name:	Tim Flood
Title:	Assistnat Superintendent/Vice President Administrative Services
Phone:	760-795-6653
Email:	tflood@miracosta.edu

Subject: Appoint Independent Citizens' Bond Oversight Committee Members	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

After the passage of Measure MM on November 8, 2016, the governing board established an Independent Citizens' Bond Oversight (ICBOC) committee on March 9, 2017, as required by state law. The purpose of the committee is to keep the public informed about the expenditure of bond revenues, review and report on the proper expenditure of taxpayers' money for school construction and advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements, as contained in the California Constitution. The committee consists of seven (7) members as follows:

- One (1) member active in a business organization representing the business community located in the district
- One (1) member active in a senior citizens' organization
- One (1) member active in a bona-fide taxpayers association
- One (1) student enrolled and active in a community college support group
- One (1) member active in a support organization for the district, such as a foundation
- Two (2) members of the community at large

Per the Independent Citizens' Bond Oversight Committee Bylaws, Section 5. Membership, 5.4 Term, "...each member shall serve a term of two (2) years, commencing as of the date of appointment by the board. No member may serve more than three (3) consecutive terms..."

STATUS


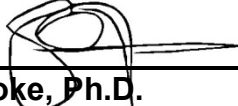
Alec Babiarz, member active in a support organization for the district, will complete his second term on the ICBOC in March 2024. He is also completing his term on the Foundation Board, making him ineligible to serve for a third term on the ICBOC in his current capacity, which will

leave a vacancy on the ICBOC. Mr. Babiarz has served on the ICBOC since September 2019 and served as chair of the ICBOC Finance Advisory Committee for a majority of that time. His experience and diligent review of bond matters have been greatly appreciated over the last four years.

Amy McNamara-Wynne has filed an application to fill the vacancy during the open recruitment process. Ms. McNamara-Wynne has over 30 years of experience working in the sale and construction management of commercial real estate and is the owner of Urban Property Group, SoCal in Solana Beach. She is an active member of the MiraCosta College Foundation Board and has served on the Boys and Girls Clubs board of directors, as well as the Meals on Wheels and Christian Surfers advisory committees. It is recommended that Ms. McNamara-Wynne be appointed for a first two (2)-year term beginning in April 2024.

RECOMMENDATION

Appoint Independent Citizens' Bond Oversight committee member, as stated above.

Subject: Approve the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Academic Associate Faculty expires on June 30, 2024.

As required by Government Code § 3547, the district’s initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval.

STATUS

The Academic Associate Faculty intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta Community College District for the contract period to commence on July 1, 2024.

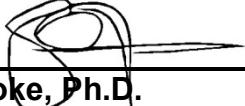
The Academic Associate Faculty’s initial proposal for bargaining is for a new successor contract with changes to the following sections:

Article 2 Rights of the Association: Provide compensated time for all negotiations between the parties.

- Article 5 Dues Deductions: Develop dues deduction system to reflect shorter than a semester work schedules.
- Article 7 Workload Scheduling and Reemployment Preference: Eliminate use of LHE throughout the CBA. Improve scheduling process to honor the work of associate faculty by increasing the available minimum load.
- Article 9 Evaluation Procedures: Clarify observer access process for online evaluation. Provide training to evaluators and observers to ensure a quality faculty and student experience.
- Article 11 Office Hours: Offer equitable compensation for office hours and for student success.
- Article 12 Salary Schedule and Placement: Improve salary to achieve parity with full time faculty.
- Article 13 Health Benefits: Create plan that optimizes state reimbursement to the district for providing quality health insurance to unit members and their families.
- Article 14 Retirement Benefits: Add Social Security as an option.
- Article 15 Sick Leave: Payout of sick leave to unit members not in STRS DB.
- Article 17 Assigned Time: Compensation for unit members performing shared governance.
- Article 18 Grievances: Addition of binding arbitration.

RECOMMENDATION

Approve the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024, as stated above.

Subject: Board Policy 7390 – Telework	Attachment: Board Policy 7390 – Telework
Category: Board Policies – Second Read	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board policies and administrative procedures receive periodic review. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Edits to new Board Policy 7390 – Telework have been completed and approved by College Council. The policy is now presented for a second read and adoption by the board.

Administrative Procedure 7390 is provided for information only.

RECOMMENDATION

Adopt Board Policy 7390.

Telework/Remote Work

Teleworking-Remote Work is an alternate work arrangement in which an authorized employee may work from an Alternate Worksite instead of commuting to their District Worksite.

Teleworking-Remote Work is a benefit, which the district may grant under appropriate circumstances considering the operational needs of the district and the provisions of this Policy. No employee is guaranteed the right to telework/work remotely.

The decision to authorize an employee to telework-remote work is within the district's sole discretion. Not every job is eligible or adaptable to a teleworking-remote work arrangement. There is no assurance that a teleworking-remote work arrangement can be provided or approved by the district. An employee's participation in teleworking remote work is completely voluntary.

I. Remote Work

A. Definitions

1. **Alternate Worksite:** A designated location other than a District Worksite, usually in the employee’s home, where the employee’s Remote Work Agreement authorizes them to perform job duties and responsibilities.

2. **District Worksite:** The district location(s) for an employee is the location of the regular worksite for the employee’s position (e.g., the place where the employee would normally work absent a Remote Work Agreement), such as the Oceanside Campus, San Elijo Campus, Community Learning Center, and/or the Technology Career Institute and North San Diego Small Business Development Center.

3. **District-Owned Equipment:** Equipment including but not limited to software, hardware, electronic devices, cell phones, smart phones, tablets, laptops, computers, records, materials, furniture and/or other office equipment owned by the district, which the district allows the employee to use at the Alternate Worksite to conduct work for the district.

4. **Remote Work:** An approved work arrangement of a specific duration and frequency where an employee performs work for the district at an Alternate Worksite one or more days per week.

B. Employment Relationship

Neither this Policy nor the Remote Work Agreement or the employee’s participation in remote work alters the duties, obligations, responsibilities, or conditions of the employee’s employment with the district. Neither this Policy nor the Remote Work Agreement or the employee’s participation in remote work relieves the employee from the obligation to observe all applicable district rules, policies, and procedures and those of their department.

Adoption Date:	02/01/24
Reference Update:	--
References:	--
CCLC Update:	--
Steering:	VPHR

All existing terms and conditions of employment, including but not limited to the job/position description, salary, benefits, vacation, sick leave, and overtime remain the same as if the employee worked exclusively at their District Worksite.

The approval, denial, modification, or termination of the remote work agreement is not a grievable issue.

II. Approval Process

A. Eligibility Criteria

Permanent classified employees, administrators, probationary and temporary are eligible for participation in the remote work program. Employees serving in a training capacity or providing a service that must be conducted on campus will not normally be approved to participate in the remote work program on a regular, ongoing basis. This procedure does not apply to faculty.

The following classifications are not eligible to remote work under this policy: Building Maintenance Mechanic, CLC Maintenance Technician, Copy Center Technician, Copy Operator, Custodian, Custodial Maintenance Worker, Custodial Supervisor, Energy Management Control Specialist, Facilities Manager, Gardener/Groundkeeper, Grounds Maintenance Specialist, Grounds Supervisor, HVAC Technician, Irrigation Specialist, Lead Building Maintenance Mechanic, Lead Custodian, Lead Groundskeeper, Lead Vehicle and Equipment Mechanic, Locker Room Safety Assistant, Warehouse/Mailroom Technician, Warehouse Supervisor, Police Communications/Records Supervisor, Police Community Services Officer, Police Dispatch/Records Technician, Police Officer, Police Sergeant, Police Services Officer, Police Support Assistant, Refuse and Recycling Worker, and Vehicle and Equipment Maintenance Assistant. A temporary exception may be granted by the appropriate vice president (e.g., full-day trainings, workshops, or meetings conducted virtually, etc.).

This list of positions is not exhaustive, and the district reserves the right to identify other positions that are not eligible for remote work.

B. Employee Request to Remote Work

Participation in the district remote work program should be based on the ability of the employee to perform tasks that can be completed from remote locations, such as a home office and the supervisor's assessment of the employee's ability to complete those tasks satisfactorily. An employee who wants to work remotely must submit a written request to their supervisor (via email or otherwise). The employee and their direct supervisor should consider the following before submitting a formal Remote Work Agreement:

1. Job Knowledge: Does the employee have the necessary knowledge to perform the required job tasks at home or does the employee need close supervision or input from others that is only available at the office?

2. Job Characteristics: Does the job lend itself to self-directed activities? Can priorities be easily established? Can the time of the activities be managed effectively by the employee?

3. Task Scheduling: Does the individual already work alone handling information tasks such as thinking, planning, coordinating, writing, reading, analysis, teleconferencing, computer programming, word processing or data entry? Can tasks, which can be completed away from the office, be grouped and scheduled for remote work days? Can staff meetings and conferences be grouped and scheduled for non-remote work days or accommodated through other means (e.g., teleconferencing)?

4. Public/District Contacts: What portion of the job is devoted to face-to-face contact with other departments, students, and the public or internal staff? Can this contact be structured to allow for communication via phone or computer, or grouped into non-remote work days, or can alternatives be established to provide this contact on remote work days?

5. Reference Materials: What portion of the job requires the use of reference materials or resources located in the designated work site? Can these resources be easily taken home for a day or two without interfering with co-workers' job performance? Are these resources available through other means such as a computer accessible library service?

6. Use of Computers: Will response time on computer equipment used at home be fast enough to allow for required productivity? If network access is needed, does the correct connectivity exist? Has the employee completed training for and demonstrated an adequate level of skill in use of the computer and software that will be used for remote work?

7. Special Equipment: What portion of the job relies upon access to photocopiers, fax capabilities or other specialized equipment? Can access be managed to allow remote workers needs to be met on non-remote work days or can these needs be satisfied at a facility near the employee's remote work office?

8. Information Security: What portion of the job uses secured or otherwise confidential information and can the integrity of that information be secured in accordance with information security policies?

The employee's supervisor and division/department head will consider all relevant factors including, but not limited to, the eligibility requirements noted in Section IV (C) below, in determining whether to grant the employee's request to working remotely.

C. Departmental Review Criteria

The employee's supervisor and division/department head will consider all requests to work remotely on an individual basis utilizing criteria that includes, but is not limited to:

1. The employee's prior work history and demonstration of work qualities and skills ideal for working remotely including, but not limited to:

- a. Self-motivated;
 - b. Self-disciplined;
 - c. Responsive;
 - d. Organized;
 - e. Productive;
 - f. Honest;
 - g. Satisfactory communication skills;
 - h. Satisfactory time management skills;
 - i. Demonstrated conscientious observance of work hours; and
 - j. Demonstrated timeliness in meeting deadlines.
2. The operational needs of the employee's department, program, and the district to support the best interests of students, staff, and the campus community. This may include, but is not limited to, items such as relationship building, culture, process knowledge, etc.;
 3. The ability of the employee to perform their specific job duties from a location separate from their District Worksite without diminishing the quantity or quality of the work performed based on the criteria outlined in Section IV (B) above;
 4. The portability of the employee's work;
 5. The ability to create a functional, reliable, and secure Alternate Worksite for the employee at a reasonable cost;
 6. The risk factors associated with performing the employee's job duties from a location separate from their District Worksite;
 7. The ability to measure the employee's work performance from a location separate from their District Worksite;
 8. Departmental and/or program efficiency and service are not adversely affected;
 9. Regular hours to meet departmental needs are maintained;
 10. Undue burdens are not placed on other employees or supervisors;
 11. The employee's supervisory responsibilities; and
 12. The employee's need for supervision.

D. Remote Work Agreement

If the employee's supervisor and the division/department head determine that the employee is eligible to work remotely, the employee must enter into a Remote Work Agreement with the district. If approved, the Agreement will also be signed by the employee's supervisor, the division/department head, and the division vice president/president before the

employee may work remotely. All Remote Work Agreements must be on file in the Human Resources department.

E. Duration of the Remote Work Agreement

The Remote Work Agreement must contain the approved duration and frequency the employee is authorized to work remotely under the Agreement. The duration and frequency of an employee's Remote Work Agreement will be determined by the employee's supervisor and the division/department head according to the operational needs of the district. No employee covered by this Policy shall be authorized to work remotely 100 percent of the time. Regular, on-campus presence is expected for all district employees on a weekly basis. Temporary exceptions to this requirement may be granted by the appropriate vice president.

A Remote Work Agreement must contain an approved regular and on-going schedule of days/hours of working remotely. Approval of an employee's requests to work remotely shall be at the sole discretion of the district and working remotely may not commence until the employee receives written confirmation from their supervisor that the Remote Work Agreement has been approved.

A term agreement will be for up to one year, with a renewable term, but an agreement may be made for a shorter term. Renewal is not guaranteed. Employee performance, operational needs, and other circumstances will be considered by the supervisor in determining whether to renew the agreement.

In the absence of a district emergency, informal remote work arrangements shall not be allowed. All remote work arrangements must follow this Policy and receive prior approval.

III. Termination of Remote Work Agreement

The district may discontinue the Remote Work Agreement at any time. The district will provide the employee with ten (10) business days' advance notice unless extenuating circumstances make such notice impracticable. The district is not responsible for costs, damages, or losses associated with the termination of the Remote Work Agreement.

A. Termination of the Agreement by Manager

A supervisor may determine it is no longer in the best interest of the district to continue the remote work arrangement and may terminate the agreement at any time by providing ten (10) business days' notice unless extenuating circumstances make such notice impracticable. For example, the arrangement results in a reduction in performance; does not enable training, oversight, or any other supervision deemed necessary; the employee's tasks are no longer suitable for remote work; work product, productivity, and/or accountability standards are not being met; or a short-term need or other situation arises.

B. Termination of the Agreement by Employee

An employee may seek to end the Remote Work Agreement by notifying the supervisor that they would like to discontinue working remotely. Employees are required to provide ten (10) business days' notice. The Remote Work Agreement may end sooner if both supervisor and employee agree.

IV. Work Schedule

A. Work Schedule

Participation in the remote work program does not alter the employee's work schedule or rules governing work schedule in district policies and procedures. The employee's at-home work hours must conform to the schedule approved by their supervisor and must meet the needs of the district. Employees must adhere to their assigned work schedule and perform their work duties as if they are working at their District Worksite.

B. Communication & Accessibility

Employees must be accessible via telephone, email, videoconference, and/or network access to their supervisor and other district employees while working remotely, as if working at their District Worksite. Employees agree to fulfill all duties that require them to be at their District Worksite including, but not limited to, staff meetings, department meetings or activities, collaborations with coworkers, trainings, and interactions with students, other district employees, and the public.

Employees approved for working remotely need to be available to report to campus on short notice if necessary for business operations. This may include the requirement to report to campus on a regularly scheduled remote workday. Employees may also be required to report to campus in cases where they do not have internet access, network access, or are experiencing issues that impact their ability to work remotely, such as a loss of power. The district may terminate or modify the Remote Work Agreement if an employee fails to remain accessible.

C. Scheduled Hours and Overtime

Non-exempt employees must receive written authorization from their supervisor before performing any additional work outside of their assigned schedule while working remotely. This includes working overtime, extra-time, and/or compensatory time. The district will terminate the Remote Work Agreement for any non-exempt employee who fails to secure written authorization before working remotely outside their approved and scheduled work hours.

D. Meals and Rest Breaks

Non-exempt employees must take meal and rest breaks while working remotely, just as they would if they were reporting to work at their District Worksite.

E. Leave

Employees must request sick, vacation and other leaves of absences in accordance with the remote worker's working conditions manual, district Board Policies, or Administrative

Procedures before taking the leave. Remote work cannot be used in place of any type of leave.

V. Work Standards

Employees authorized to perform work at an Alternate Worksite must meet the same standards of professionalism, productivity, and performance expected of district employees at district campuses in terms of job responsibilities, work product, responsiveness, timeliness of assignments, and contact/communication with students, other district employees, and the public.

Employees must continue to be responsible for performance of all job responsibilities required of their position. The employee's supervisor reserves the right to assign work to the employee as necessary at any worksite. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.

VI. Alternate Worksite

A. Designated Workspace

The employee's designated Alternate Worksite must be quiet, free of distractions, and with reliable internet and/or wireless access. The employee must maintain the Alternate Worksite in a secure condition in order to preserve the confidentiality of district-related documents and content. The district retains the right to disapprove an employee's selection of a particular Alternate Worksite if the location is not appropriate to maintain the district's standards of professionalism.

Remote Work is not a substitute for dependent care. Employees must arrange in advance for any dependent care and other personal responsibilities to ensure that they can work at the Alternate Worksite without adversely affecting normal work duties or professionalism. Employees must be free to perform their job responsibilities during the hours their work schedule requires.

The Alternate Worksite is an extension of the District's Worksite only when used for work. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for employees reporting to a District Worksite. The district is not responsible for any injuries to family members, visitors, or other guests at the employee's Alternate Worksite. The remote work employee shall not have any business guests at a residence designated as an Alternate Worksite.

The district retains the right to make prearranged on-site inspections of the Alternate Worksite during scheduled work hours to ensure compliance with this Policy.

B. Equipment

1. District-Owned Equipment

District-Owned Equipment located at the Alternate Worksite is subject to all laws, district policies and procedures, and other restrictions related to the use of district-owned property. Only the employee working under the Remote Work Agreement may use District-Owned Equipment, and this use is limited to purposes related to district business. The employee is responsible for seeing that District-Owned Equipment is used properly. Refer to AP 6535, Use of District Equipment.

2. Employee-Owned Equipment

Employee participation in remote work is completely voluntary. Accordingly, the employee is responsible for the maintenance and repair of their own equipment used for remote work. The district is not liable for damage to employee-owned equipment used in working remotely or that may result from remote work. The district is not responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities, telephone, internet, cell phone, insurance, etc.) associated with the employee's remote work.

3. Technical Support

The district will provide technical support to remote work employees in the same manner as it provides to all employees for district-owned equipment. Employees in need of technical support must bring the equipment to their District Worksite. If the employee needs specialized technical support beyond the types of technical support normally provided by the district to all employees, the employee must purchase private technical support.

In the event of delay in repair or replacement of equipment, resolution of technical issues or any other similar circumstance making it impossible for the employee to work remotely, the employee must work from their District Worksite until the issue is resolved.

VII. Information Security and Recordkeeping

Employees must take reasonable precautions to ensure their devices (e.g. computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the district's network and must close or secure all connections to district desktop or system resources (e.g. remote desktop, virtual private network connections, etc.) when not conducting work for the district. Employees must maintain adequate firewall and security protection on all such devices used to conduct district work from the Alternate Worksite.

Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to district work they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential

information they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite (such as family and visitors at the employee's Alternate Worksite).

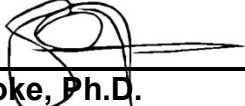
Employees may not remove confidential or sensitive information from their District Worksite. Confidential and sensitive information may not be electronically accessed, copied, downloaded or transferred to an unapproved electronic media except as permitted and authorized by established policy and procedure, as needed in the performance of legitimate work responsibilities, and with the express approval of the employee's supervisor or manager.

Employees must return all records, documents, and correspondence to the district at the termination of the Remote Work Agreement or upon request by any district administrator. Refer to BP 3720 Computer and Network Use.

VIII. Tax Consequences and Local Zoning Regulations

This Policy makes no representations regarding the tax consequences of the employee working remotely. The employee is responsible for addressing and resolving any questions about the employee's ability to deduct expenses related to remote work. The tax implications of utilizing a home office are the responsibility of the employee.

The employee alone is responsible for conformance with any local zoning regulations.

Subject: Board Policy 6620 – Naming of Facilities	Attachment: Board Policy 6620 – Naming of Facilities
Category: Board Policies – First Read	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 100%;"/> </div> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

Board policies and administrative procedures receive periodic review. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Edits to new Board Policy 6620 – Naming of Facilities have been completed and approved by College Council. The policy is now presented for a first read by the board.

Administrative Procedure 6620 is provided for information only.

RECOMMENDATION

For information only.

The final approval for the naming of any building or facility on any campus of the MiraCosta Community College District rests with the Board of Trustees. The board reserves the right to refuse any proposal related to the naming of facilities on campus that is contrary to the mission of the college.

It is the policy of the MiraCosta Community College District that naming opportunities be available to recognize very significant monetary contributions to the MiraCosta Community College District through the MiraCosta College Foundation. Determination of specific naming opportunities will be made by the superintendent/ president, in consultation with the president of the Board of Trustees and the ~~associate-vice president, institutional advancement,~~ of the MiraCosta College Foundation and Development Office, for the naming of new or existing buildings on the campus. The target gift amount is ~~twenty-five~~ a minimum of fifteen percent of the actual or replacement construction cost.

The naming of facilities neither implies nor constitutes legal ownership by the individual or group for whom it has been named. The naming of a facility also does not imply any obligation to the named individual or group beyond the maintenance of the commemorative identification of the facility.

When No Gift Is Involved

Recognition by the naming of a building or facility may be recommended to honor any person who has achieved unique distinction through campus leadership, service to students, service to the community, uncommon achievement, and/or contributions to the advancement of the mission and goals of the district. The honor shall be conferred posthumously only, except in cases where significant funding is offered for construction of new facilities, major renovations, or additions. Decisions to name buildings or facilities after an individual as a result of non-monetary contributions shall be made under circumstances free from emotion and transitory pressures. Therefore, at least three years must elapse between the time of the first written proposal and the time when further action is taken.

When a Gift Is Involved

When an extraordinary bequest, gift, or donation is given to the district, the superintendent/ president may recommend the naming of a building or facility in honor of the donor. The Board of Trustees will take into consideration the significance and amount of the proposed gift as either or both relate to the realization, completion, or enhancement of a facility or property or the enhancement of the program(s) consistent with the goals and interests of the college.

MiraCosta Community College District

Page 1 of 1

Adoption History: 8/20/14, ~~xx/xx/xx~~
 Periodic Review: 7/16/20
 References: Education Code §70902
 CCLC Update: --

Steering: S/P

The MiraCosta College Development Office and Foundation may make donors aware of giving and naming opportunities and solicit for the naming of facilities or programs. The amount of the donation required shall be based on type, size, prominence, maintenance and/or replacement cost of the facility, grounds, or program, and will be set and reviewed as needed by the Development Office in collaboration with the facilities director. The superintendent/ president will forward recommendations to the Board of Trustees on a case-by-case basis for approval, design, and location.

Naming Criteria

The Board of Trustees shall consider any of the following conditions as appropriate reason for the naming of a facility or program:

- A. To designate the function of or discipline to be served by a building or facility, or the mission or purpose of a program.
- B. In honor of an individual, family, organization, nonprofit foundation or corporation that has made a major, significant financial contribution to the college.
- C. To reflect natural or local area geographic features.
- D. In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Acceptable Forms of Donations

In recognition and appreciation of an individual, family, organization, nonprofit foundation, or corporation for significant financial or service contributions, the college may name facilities or programs in honor of significant contributors of funds or service to the college according to the following guidelines:

- A. Acceptable forms of gifts to result in a naming include cash, appreciated securities, real property, and under special circumstances, life-income gifts (charitable remainder trusts), gifts through estate planning, and gifts-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the Development and Foundation Office is provided with a copy of the duly signed and executed estate planning document designating the gift as irrevocable. In most cases, gifts may be made through legally binding pledges fulfilled within no more than five years.

- B. In instances when private funds are needed to pay for immediate remodeling, renovation, and/or construction, donations made through irrevocable deferred gift techniques shall not be accepted. A naming opportunity may, however, be accepted for an existing, unnamed facility not requiring major remodeling or renovation as long as the irrevocable deferred gift technique has been analyzed and approved by an actuarial study and depreciated over the life expectancy of the donor.
- C. The Board of Trustees shall take into consideration the significance and amount of the proposed gift or gifts or service as either or both relate to the realization, completion, or enhancement of a facility or property or college program.

Replacement of a Name

The district shall honor a facility naming opportunity for a period of a minimum of 30 years, unless otherwise noted at the time of the naming, and, if a name is associated with a program, for a specified period of time as noted in the gift agreement at the time of the naming in the board resolution.

In the event that a name must be removed during the remodeling of a facility or if a facility is destroyed in a natural disaster and is rebuilt for its original purpose during that at least 30-year period, recognition shall be replaced according to the original naming resolution.

In the event a building or facility is completely replaced with new construction, not due to a natural disaster, or its purpose is drastically altered through remodeling, the board reserves the right to add to or alter the naming opportunities of the new facility. In such a case, the original naming recognition shall be suitably commemorated in the new facility, e.g. by a plaque placed in a prominent location.

When a facility or portion of a facility is proposed for renaming, the district shall make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

Only in extraordinary circumstances would the name of a facility that ceases to exist be moved to another facility, and then only by vote of the Board of Trustees.

If at any time following the approval of a naming, circumstances change substantially so that the continued use of the name may compromise the public trust, the Board of Trustees reserves the right to remove a name from any and all named facilities or programs. The superintendent/president shall convene an ad hoc committee to discuss the circumstances surrounding the issue and make a recommendation to the Board of Trustees as to whether the name should be retained or removed. Circumstances that may lead to the removal of a name include:

- A. The commission of a heinous crime or involvement in an egregious action by an individual whose name appears on a naming opportunity.
- B. Donor failure to full gift commitments as specified in the gift agreement.

Recognition and Signage

All recognition costs associated with the signage for a facility or program will be paid for from the corpus of the naming gift or the department or program that will benefit from the gift.

Written Agreement Required


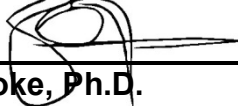
An agreement between the district, the MiraCosta College Foundation and a gift donor shall be prepared in writing by the Development Office to memorialize the conditions associated with a donation, or donations over time, that result in the naming of a building or program.

Naming Opportunities for Buildings

Generally, for privately funded buildings, the value of a gift affording a donor the opportunity to name a new building must be at least fifty percent of the private fundraising goal. An appropriate value should be established by the superintendent/president, in consultation with the associate vice president, institutional advancement, and the vice president, administrative services, at the time construction plans are being developed. For publicly-funded buildings, the value of a gift affording a donor the opportunity to name a new building must be at least twenty-five percent of the cost of the building or an amount that would provide significant and on-going funding for the college program. In most cases, a minimum contribution of \$1 million is required to name a building.

Naming procedures for buildings first require the associate vice president, institutional advancement to obtain from the superintendent/president authorization to solicit or respond favorably to a gift-naming proposal. If presidential authorization is granted, the superintendent/president will submit the proposed gift naming opportunity to the Board of Trustees for its approval. If the board approves the proposal, authorized representatives of the donor, the district, and the MiraCosta College Foundation shall execute a gift agreement.

The final approval for the naming of any building or facility on any campus of the MiraCosta Community College District rests with the Board of Trustees.

Subject: Public Hearing – 4:30 p.m. MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024	Attachment: None
Category: Information	Type of Board Consideration: ✓ Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

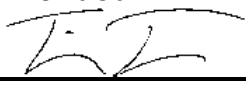
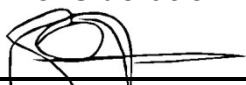
The collective bargaining agreement between the MiraCosta College Academic Associate Faculty CCA/CTA/NEA and the district expires on June 30, 2024.

STATUS

As required by Government Code §3547, the MiraCosta College Academic Associate Faculty CCA/CTA/NEA initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to address the proposal, and the board of trustees has to adopt the proposal at a public meeting. The public hearing on the initial proposal to the district’s will commence no earlier than 4:30 p.m. and as close to 4:30 p.m. as the business of the board permits.

RECOMMENDATION

For information only.

Subject: Report Update of Emergency Declaration and Emergency Actions for Oceanside Main Power Outages	Attachment: None
Category: Information Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action <input type="checkbox"/>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 <input type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On November 16, 2023, the board adopted Resolution No. 6-23/24, amending Resolution No. 13-10/11, delegating authority to the superintendent/president to declare an emergency and take emergency actions. On the same day, the board adopted Resolution No. 7-23/24, which gave the superintendent/president delegation authority to declare and take emergency actions for the three Oceanside main power outages, which began October 19, 2023.

STATUS

CUPCCAA (AstroTurf Public Contract Code §22050) authorizes the Board of Trustees to declare an emergency and to authorize procurement of goods/services necessary to address an emergency without advertising for bids or competitive proposals (“Emergency Actions”). CUPCCAA authorizes the Board of Trustees to delegate authority to take Emergency Actions to District staff and for District staff to report Emergency Actions to the Board of Trustees (Public Contract Code §22050(b)).

Pursuant to the board’s adopted Resolution No. 6-23/24, and the requirements under Public Contract Code §22050, the following is an updated report of the emergency action taken and the status of the Oceanside main power outages, and reasons why the emergency will not permit delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency:

Outage #	Status
1	In the a.m. on October 19, the Oceanside Campus experienced its initial power outage. Power was restored at approximately 10:33 p.m. Project completed





2	In the a.m. on October 23, Building 4800 main electrical feeder failed. In addition, on the morning of October 25, the campus experienced a failure in its medium voltage loop causing a campus-wide power outage. Power was successfully restored October 28. Project completed
3	At approximately 5:30 a.m. on November 7, power was lost on the north side of Oceanside Campus due to an additional medium voltage loop failure. Power was restored on November 11 to most of the campus, except for Buildings 4200, 4300, and 4400. Final scope involved de-energizing medium voltage on both ends of the bridge. Project ongoing to include additional electrical loop cable replacement during winter break

Necessary procurements needed to address the emergency:

Outage #	Vendor/Contractor	Work/Goods/Services Description	Current Amount
3	Southern Contracting	Replacement of replacement loop portions during winter break (work completed 12/26-12/29/23).	\$153,172

RECOMMENDATION

The assistant superintendent/vice president, administrative services will continue to update the board of any emergency action taken and the status thereof until the emergency action is completed.

Subject: Second Quarter Fiscal Report (12/31/2023)	Attachment: Quarterly Report on Cash and Investments
Category: Information	Type of Board Consideration:  Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> 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. The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q (applicable for 1Q, 2Q, and 3Q) and Report of Investments and 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 second quarter report for the period ending December 31, 2023, is attached. The Quarterly Report of Investments includes both district funds within the County Pooled Investments and proprietary and fiduciary funds held by the district.

1. The total year revenue projection is \$162.6 million, the same as the adopted budget. Revenue through December 31st was \$68.9 million, 42.4 percent of budget; the first major property tax revenue was received in December 2023.
2. The total year Expense projection is \$161.6 million, the same as adopted budget. Expenses through December 31st were \$69.1 million, 42.8 percent of adopted budget, with 50 percent through the year. The second half spending trend is 58 percent of budget.

3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection remains the same as adopted budget at 24.4 percent (3 months) of annual expenses, above the 2 months (17 percent) policy.
4. The cash balance for period end December 31, 2023, held at the San Diego County Treasury was \$275.3 million from the following funds:
 - \$62.0 million for General Funds, Fund 11 (unrestricted) Fund 12 (restricted).
 - \$42.9 million for the Capital Outlay Fund 41
 - \$167.6 million for the General Obligation Bond Series B and C, Fund 43
 - \$2.5 million of the Debt Service, Fund 29
 - \$0.3 million for Fund 61-Self Insurance and fund 73-Student Center Fees
5. The cash balances for the period ending December 31, 2023, held at local banks were \$2.8 million for financial aid and scholarships, cash clearing, auxiliary funds (bookstore, cafeteria,) and student accounts (ASG and clubs).
6. The OPEB (Other Post Employment Benefit) trust balance for the period ending December 31, 2023, was \$33.6 million, a net increase of \$2.7 million (8.7 percent return for the quarter, and 5.6 percent year-to-date Fiscal Year). The OPEB Total liability from the June 30, 2023, Actuarial study was \$25,727,349, significantly lower than the 2021 Actuarial study, primarily due to changes in assumptions with the most recent CalPERS and CalSTRS retirement tables. The funded OPEB liability ratio for the year-to-date December 31, 2023, is 130.5 percent funded.
7. 2023 Lease Revenue Bond (LRB), held in the US Bank Trust Account, had a balance of \$50,030,951 at the end of December 31, 2023. On January 24, 2024, \$49.5 million was invested in a CD ladder program of the Treasury Obligation Class A shares, with monthly maturities at a fixed 4.39 percent rate, below the arbitrage rate of 4.394715 percent. Estimated interest earnings will be \$3.7 million. The sweep money market account will hold the cash balance from the monthly interest earned and the monthly principal matured amounts (drawdowns) to enable the district to transfer the funds to the SD County Treasury to our Fund 41 bank account to pay for the project's invoices. If the project requires higher drawdowns, the district has the flexibility to drawdown higher amounts before the first of each month (the maturity date). The cashflow drawdowns are from the projected cashflow required for the three projects.

RECOMMENDATION

For information only.

FROM: Tim Flood, Assist Superintendent/Vice President, Administrative Services

DATE: February 15, 2024

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, December 31, 2023

The district's total cash and investment status report. The Other Post-Employment Benefit (OPEB) Trust Investment account is an irrevocable trust and can only be used for the Retiree Health benefit costs. The 2023 LRB Trust Fund is for the capital projects defined in the LRB.

Actual-to-Budget, CCFS Quarterly Financial Status Report

Amount

Revenues

- FY24 Adopted Budget \$162,575,215
- FY24 Projected Budget \$162,575,215
- FY24 Actual as December 31, 2023 \$68,903,395
- FY24 Actual YTD to Projected Budget 42.4%

Expenses

- FY24 Adopted Budget \$161,556,863
- FY24 Projected Budget \$161,556,863
- FY24 Actual as of December, 2023 \$69,084,391
- FY24 Actual YTD to Projected Budget 42.8%

Cash Deposits and Investments, Quarterly Report of Investments

Balance, 12/31/2023

- Total Cash in the County pooled investment fund (combined funds) **\$275,286,290**
 - Detail by Fund below:
 - General Fund 11 & 12 \$61,919,597
 - Capital Outlay Fund 41 \$42,938,459
 - General Obligation Bond Fund 43 \$167,550,107
 - Debt Service Fund 29 \$2,536,769
 - All Other Funds (Fund 61-Self Ins, Fund 73-Student Ctr Fees) \$341,358
 - Rate of Return Fiscal YTD 1.81%
 - Cash in bank deposits \$2,676,909
 - Rate of Return NA
 - Cash in Money Market instruments (Bookstore Fund) \$149,077
 - Rate of return 0.05%

OPEB Irrevocable Trust Fund (For Retiree Health Benefits)

- Balanced Fund Portfolio \$33,583,522
 - Rate of Return Fiscal YTD (Annual Target 5.5%) 5.60%
 - Funded Accrued Liability 130.5%

2023 Lease Revenue Bond (LRB) Trust Fund

- Capital Outlay Fund 41 for LRB defined projects \$50,030,952



Quarterly Data

MIRACOSTA

Fiscal Year: 2023-2024

Quarter Ended: (Q2) December 31, 2023

Unrestricted General Fund Revenue, Expenditure and Fund Balance

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024
A.	Revenues				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	135,739,684	138,245,054	153,199,038	162,515,215
A.2	Other Financing Sources (Object 8900)	1,726,909	4,262,923	1,776,173	60,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	137,466,593	142,507,977	154,975,211	162,575,215
B.	Expenditures				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	119,764,121	127,299,257	133,009,771	145,531,863
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	15,981,045	13,854,379	20,026,029	16,025,000
B.3	Total Unrestricted Expenditure (B.1 + B.2)	135,745,166	141,153,636	153,035,800	161,556,863
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	1,721,427	1,354,341	1,939,411	1,018,352
D.	Fund Balance, Beginning	33,366,792	35,101,240	36,455,581	38,394,992
D.1	Prior Year Adjustments + (-)	13,021	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,379,813	35,101,240	36,455,581	38,394,992
E.	Fund Balance, Ending (C. + D.2)	35,101,240	36,455,581	38,394,992	39,413,344
F.	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.9 %	25.8 %	25.1 %	24.4 %

Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	Amount as of the Specified Quarter Ended			
		2020-2021	2021-2022	2022-2023	2023-2024
H.1	Cash, excluding borrowed funds	34,884,831	44,559,438	64,585,713	61,919,597
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	34,884,831	44,559,438	64,585,713	61,919,597

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)	162,515,215	162,515,215	68,903,395	42.4 %
I.2	Other Financing Sources (Object 8900)	60,000	60,000	0	.0 %
I.3	Total Unrestricted Revenue (I.1 + I.2)	162,575,215	162,575,215	68,903,395	42.4 %
J.	Expenditures				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,531,863	145,531,863	68,489,816	47.1 %
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,025,000	16,025,000	594,575	3.7 %
J.3	Total Unrestricted Expenditure (J.1 + J.2)	161,556,863	161,556,863	69,084,391	42.8 %
K.	Revenues Over (Under) Expenditures (I.3 - J.3)	1,018,352	1,018,352	-180,996	
L.	Fund Balance, Beginning	38,394,992	38,394,992	38,394,992	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (D + L.1)	38,394,992	38,394,992	38,394,992	
M.	Fund Balance, Ending (K. + L.2)	39,413,344	39,413,344	38,213,996	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	24.4 %	24.4 %		

Has the district settled any employee contracts during this quarter?

For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

Yes No

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

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.)?

Yes No

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

COP of \$50,461,484 was issued on Oct 18, 2023; excluding underwriting and cost of issuance, there will be \$50 million of funds for the district's facilities plan for 3 projects over the next three years: 1) renovation of the Oceanside Science Lab 2) installation of the photovoltaic system, and 3) installation of the wayfinding signage. The financial impact to the district will be \$3 million of debt service payments annually for the next 30 years. The revenue, project expenses, and debt service expenses were included in the 2023-24 Adopted Budget.

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

This year?

Yes No

Next year?

Yes No

Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for section I.C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (section I.F.1 above), please identify the primary factors contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide additional information as needed to CCFS311admin@cccco.edu.

OPEB TRUST STATEMENT, 2Q 2023-2024

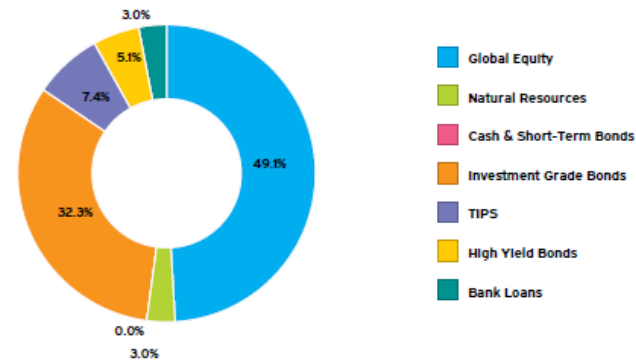
Mira Costa Community College District
Balanced (50% Fixed Income, 50% Equity)

12/31/2023

Change in Portfolio - 2nd Quarter of Fiscal Year 2024

Asset Allocation

Portfolio Value on 9/30/2023	30,881,959
Contributions	-
Withdrawals	-
Change in Market Value	2,348,655
Income Received	362,993
Portfolio Fees	-10,084
Portfolio Value on 12/31/2023	33,583,522



Trailing Period Performance

	2Q24 (%)	1 Yr (%)	3 Yr (%)	5 Yr (%)	10 Yr (%)	15 Yrs (%)	Since Inception (%)	Inception Date
Mira Costa Community College District	8.7	13.6	2.0	7.0	5.1	N/A	7.2	Jul-09
Policy Benchmark	8.6	13.5	2.0	7.4	N/A	N/A	N/A	

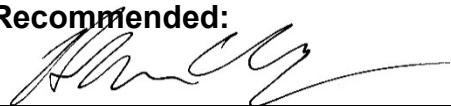
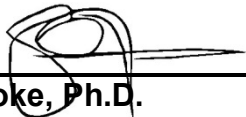
Fiscal Year Performance

	Fiscal Year 2024 (%)	Fiscal Year 2023 (%)	Fiscal Year 2022 (%)	Fiscal Year 2021 (%)	Fiscal Year 2020 (%)	Fiscal Year 2019 (%)	Fiscal Year 2018 (%)	Fiscal Year 2017 (%)	Fiscal Year 2016 (%)	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)
Mira Costa Community College District	5.6	7.9	-12.2	20.2	4.4	5.9	7.0	9.2	-0.9	2.7	11.9
Policy Benchmark	5.5	8.2	-12.4	20.5	5.8	7.4	6.8	9.5	N/A	N/A	N/A

Policy Benchmark consists of 47% MSCI ACWI IMI, 1% Vanguard Spliced Global Capital Cycles Index, 1% Spliced U.S. IMI Materials 25/50, 1% Vanguard Spliced Energy Index, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan



MEKETA INVESTMENT GROUP

Subject: Student Services Division Board Report	Attachment: None
Category: College-Related Reports	Type of Board Consideration: <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> Action
Recommended:  <hr/> Alketa Wojcik, Ed.D. Assistant Superintendent/Vice President, Student Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

Academic Counseling (Tim Alves)

General Academic, Veterans, and Noncredit Counseling all experienced an increase in the number of students served in fall 2023 as compared to a year ago. General Counseling conducted 7,902 appointments with students, which is a 21.2 percent surge from fall 2022; Veterans conducted 1,364 appointments for a 21.5 percent jump; and Noncredit Counseling conducted 1,040 appointments, which resulted in a 19.5 percent increase from the previous year. Online appointments continue to be popular options for students, and we are increasing our Saturday counseling offerings to meet the growing need.

Admissions and Records (Kathy Rodriguez)

Admissions and Records is actively accepting both credit and noncredit applications. The credit application team processed a total of 9,961 applications for the fall 2023 term and has processed 6,496 applications for the spring 2024 term. The noncredit application team processed a total of 1,783 applications for the fall 2023 term and 1,196 applications for the spring 2024 term.

Beginning with spring 2024 courses, students will no longer be dropped for non-payment leading up to the opening day of the semester. The hope is that, by keeping students enrolled in their courses and connected to the campus, we will be able to support students more equitably (through proactive outreach and communication) in receiving the aid they need to continue progressing towards their educational goals. The Student Services Division in collaboration with the Cashier’s Office has launched a campaign to support students in completing the FAFSA/CADAA and pay off their balance.

During the fall 2023 semester, the academic records evaluators processed a total of 1,212 graduation petitions. Within this figure, 112 students achieved an Associate Degree for Transfer (ADT), one earned a Bachelor of Science in Biomanufacturing, and 32 were granted an Associate in Science for Registered Nursing.

As we approach the spring 2024 semester, current data indicates that 1,187 petitions have already been submitted, with the petition deadline just one month away.

To enhance efficiency, the academic records evaluators, supported by funds from the Completion Grant, have revitalized the Transfer Credit Project. The team is diligently working on evaluating prior college credit and incorporating course equivalencies into the rules engine. This strategic approach aims for faster processing when reviewing courses in the future. This not only benefits students but also assists academic counselors, as coursework from previously attended colleges is seamlessly reflected in their degree audit for graduation requirements and clearing prerequisites without the need for additional paperwork. Since August 1, 2023, the evaluators processed 226 prior college credit evaluations and 110 of these evaluations were entered into transfer credit.

Admissions and Student Support Business Systems Analyst (Kathy Rodriguez)

The Business Systems Analyst (BSAs) have been busy with mandated updates and process improvements. The BSAs, along with the ITS programmers and Admissions and Records staff, implemented a new integration with the California Community Colleges Chancellor's Office application system, CCCApply. This new integration, called AAWS or SuperGlue, has improved the rate at which we can retrieve applications from CCCApply and process for admission in our SURF system.

In collaboration with the ITS Department, an implementation was completed to upgrade MiraCosta's myEdPlan system, resulting in a new look and feel. This new interface, called the Responsive Dashboard, provides enhanced user experience and increased accessibility to students as it will adapt to the device the student is utilizing, including mobile and tablet devices. With the implementation, new training resources were also developed providing a detailed overview of the update to faculty, staff, and students.

A new SURF To-Do List item was created for students who do not have a Comprehensive Student Education Plan (CSEP). This To-Do List item speaks to how the CSEP is a tool for the student and the counselor to ensure they plan for the classes needed to meet their educational goal at MiraCosta and encourages them to schedule an appointment with a counselor, providing the direct link to the appointment scheduling website.

To improve the student experience with registration, the fall 2023 registration was reduced to a two-week priority registration period, which received positive feedback and increased enrollment numbers. To further the initiative to reduce any registration barriers to our students, spring 2024 registration was the first to offer a week-long priority registration period to our students. This allowed them to access and register for the courses they needed in a more timely manner, which helped them to better plan their term and take the courses they needed.

In collaboration with Instructional Services, the team implemented a change to the process for opening noncredit registration period. Historically, this has been a manual process, however registration for spring 2024 was the first implementation of an automated process to improve the student experience with the start of registration for noncredit classes.

To align with updated Board and Administrative Policies, effective fall 2023, Admissions and Records implemented a change to the verbiage surrounding academic probation and dismissal. All instances of the term "probation" have been updated to "notice" and "dismissal" to "separation". These changes are reflected on any academic standing transcript notations and notifications for the fall 2023 semester and forward.

AB2881 introduced the new priority registration for students with dependents under the age of 18. In collaboration with the ITS Department, a new digital form, called a GT eForm, is now available in SURF for current students to self-declare their status as a student with dependent(s) and gain priority registration. This has also been added as a question to our CCCApply application to allow new students to self-identify when completing their application and gain priority through that method. In addition, this form also seeks to reduce additional registration barriers by allowing students to self-declare if they are active military/veterans, military dependents, or unhoused, to also gain priority registration for the upcoming term.

Athletic Department (Patrick Conahan)

The Athletic Department had a very successful fall season. In the fall semester, 20 of the 116 MiraCosta College student-athletes who completed 12 or more units earned a perfect 4.0 GPA.

The women's soccer team won a conference championship with an undefeated record. They finished the season with an overall record of 16-3-2 and earned several conference honors. Coach Hall was voted conference Coach of the Year. Sophomore Aleah Minnich was voted the conference player of the year and named to the 3C2A All-State team. Additionally, six other women's soccer student-athletes were voted to the all-conference team.

The men's soccer team finished second in the conference standings, with a record of 8-3-1. Five student-athletes earned all-conference honors, with Jose Mondragon being voted the defensive player of the year.

The women's volleyball team had a strong season and won six out of their last eight games. Four MiraCosta volleyball student-athletes earned all-conference honors.

In early January, the Athletic Department moved into the new facilities, which include the gymnasium, offices, locker rooms, resource office, and five beach volleyball courts.

In fall, the MiraCosta Intramural Sports Program offered a full schedule of events and activities for enrolled students, including open play volleyball, pickleball, and soccer. The spring schedule will include similar events and will also offer a kayaking event as well as opportunities to play beach volleyball in the new courts on campus.

Campus Assessment, Resources, and Education (CARE) Program (Devon Boone)

The Campus Assessment, Resources, and Education (CARE) Program wrapped up an extremely busy semester with respect to responding to CARE referrals. The Food Pantries were accessed over 25,000 times and the team served close to 26,000 pounds of food to over 1,300 students at the food distributions. There was a lot of transportation support with 7,450 uber rides that were taken using our Uber Discount Program which came out of the \$78,964 in direct aid spent. In November, the CARE Program held its 2nd Annual Hunger and Homelessness Awareness Week, where 216 attendees participated in various educational awareness events. The program partnered with the Faculty Assembly who graciously matched monetary donations, up to \$1,500, toward the MiraCosta College Foundation Resilience Fund. Lastly, because it was the season of giving, through our partnership with the San Diego Food Bank, we were able to distribute 252 turkeys to students in need.

Extended Opportunity Programs and Services (EOPS) (Yesenia Balcazar)

The Extended Opportunity Programs and Services (EOPS) is starting to see an increase in the number of students served each semester. The increase of students served is also reflected in the other programs housed within the EOPS Department such as EOPS/CARE, CalWORKs, and the new NextUp Program. State funding was allocated to MiraCosta College in the spring of 2023 to implement services to current and former foster youth that meet NextUp Program eligibility. The NextUp Program is a supplemental component of EOPS.

Number of students served:

Semester	EOPS	CARE	CalWORKs	NextUp
Fall 2023	461	25	79	24
Fall 2022	445	17	57	0

In fall 2023, services provided to students included textbook support that helped students save \$93,000, as well as gas cards, bus passes, and parking permits that helped students save \$69,000. PTK membership fees, Grammarly accounts, and meal vouchers were among the other services prioritized in the fall. Grants to all students who met program compliance were also awarded at the end of the fall semester. All EOPS, CalWORKs, and NextUp students were eligible for these program compliance grants.

EOPS, in collaboration with the Brother Benno’s Scholarship Foundation, provided 20 scholarships of \$500 each to EOPS students. The scholarship reception occurred on December 8, when students received their scholarship checks and met Brother Benno’s scholarship committee members, including Executive Director Paul McNamara. The Brother Benno’s Scholarship Foundation has been awarding scholarships to EOPS students for the last four years, totaling nearly \$70,000 in scholarships to about 120 EOPS students. EOPS is immensely proud of Anthony Gonzalez, who was awarded a \$25,000 Bimbo USA College Grant. Also, EOPS student Jeanette Bello, was recently selected for the Live Your Dream Scholarship through the Soroptimist Organization.

Thanks to the support of the college community, the EOPS Program finalized the end of the fall semester with the annual Holiday Angels Project. The Holiday Angels Project is intended to support families by providing holiday gifts to children. There were 158 gifts distributed to the children/siblings of EOPS and CalWORKs students on Saturday, December 9. In addition to receiving gifts, families visited the Oceanside Campus and enjoyed a morning with music, crafts, refreshments, and the opportunity to take pictures with Santa Claus.

Financial Aid Office (FAO) (Mike Dear)

The MiraCosta College Financial Aid Office (FAO) continues to support student success. All initial spring 2024 payments have been disbursed. All remaining payments will be sent February 15 after eligibility for aid programs is adjusted to match student enrollments as of the full semester add/drop deadline on February 2.

The 2024/25 “simplified” FAFSA rollout has been plagued with issues at the federal Education Department (ED) level. Parents continue to have issues establishing accounts and the formula for calculating eligibility is incorrect in the new system. ED is providing updates as they are available. In the meantime, the FAO Team is continually re-assuring students that we will support them and advocate for them and keep them posted regarding updates and corrections.

The spring 2024 scholarship applications are now open. All students are encouraged to apply. The Scholarship Office will be doing a complete review and revamp of processes, procedures,

and application layout this spring with the goal of implementing new practices for the fall 2024 semester.

GEAR UP (Julie Johnson)

GEAR UP actively supports our students to increase their academic performance as seniors and juniors at El Camino and Oceanside high schools. Comprehensive academic support occurs daily with in-class, lunch, and after school tutoring and mentoring. Photo study provides online academic support. All services are at no cost to students. Dual enrollment is strongly encouraged and supported by GEAR UP.

Postsecondary visits occur monthly with an overnight visit for students and parent/chaperones in February to CSU Long Beach, UCSB, and Cal Poly San Luis Obispo. Students participate in Industry Sector Visits, two of which include visiting the City of Oceanside's Public Safety and Water Department to broaden students' understanding of multi-facet careers within their community.

Numerous professional training courses offered throughout Southern California have been well attended by the GEAR UP staff to sharpen their knowledge regarding the college application, FAFSA, and financial aid. Frequent GEAR UP family workshops have had very high participation by OUSD families to assist parents and students' increased knowledge of resources to postsecondary education. Families can also access GEAR UP Open Labs at the high school sites for additional support.

The college has begun preparing for the 2024 federal GEAR UP competition. Multiple meetings are occurring for attainment of community input and support in this very competitive federal grant process for the desired award of our next GEAR UP Grant.

Health Services (Kim Marquardt)

As of January 2024, Health Services continues to be open year-round on the Oceanside Campus offering in-person and telehealth appointments. The San Elijo Health Office is open during the semester.

The medical team completed 2,634 appointments in 2023, which is a 28 percent increase from 2022. The mental health counseling team completed 3,869 mental health counseling appointments in 2023, a 24 percent increase from 2022.

Health Services continues to note a significant number of our disproportionately impacted students seeking mental health counseling support, with Black/African American students at 6.4 percent, Latiné/Chicané students at 66.5 percent, LGBTQIA+ students at 29.4 percent, and students over 25 at 45.4 percent.

Health Services is continuing monthly training as a Naloxone (Narcan) Distribution Project (NDP) provider for staff and students with over 84 individuals trained and given Narcan so far. Health Services also provided QPR suicide prevention training across campus to approximately 120 faculty, staff, and student workers. In total, mental health counselors gave presentations and trainings to approximately 630 students and staff; coordinated 21 groups, workshops, and special events in collaboration with SAS, UMOJA, UPRISE, Student Equity, and EOPS; provided same-day outreach for 168 CARE referrals; and connected 76 students to off-campus resources through the department's clinical case manager and other counselors.

The medical staff and mental health counselors have teamed up in planning a Wellness Festival in spring 2024 in collaboration with campus and community partners.

International Office and Study Abroad Program (Kathy Rodriguez)

In the fall of 2023, six international students successfully graduated. Among them, two students transferred to Pitzer College and Howard University, while an additional two students were approved for Optional Practical Training (OPT).

For the spring 2024 semester, the International Office welcomed 24 new students, bringing the total number of international students to an impressive 102. This marks a significant achievement as it represents the first semester post-COVID where enrollment has exceeded 100. The diverse group of 102 students represent 34 countries, with Japan leading with 17 students, followed by Brazil with 13 and Vietnam with 11.

The Academy at MiraCosta (TAM) currently has eight students participating in the high school completion program. The International Student Welcome Day held on January 16 saw the warm introduction of 17 new students, fostering a sense of community and inclusion.

Study Abroad Program

In spring 2024, the Southern California Foothill Consortium (SCFC), coordinated by Citrus College, is preparing to send six students on an exciting adventure to Barcelona.

Recruitment efforts are currently underway for our summer programs in Sámara, Costa Rica and Paris, France. The response has been overwhelming, with over 180 students expressing interest by submitting inquiry requests to learn more about these programs. Twenty-six students have already secured spots for the Paris program, and efforts will now focus on increasing participation in the Costa Rica program, which had a late start. To provide additional support, we have scheduled scholarship and financial aid workshops, along with information sessions throughout the month of February.

In a collaborative initiative, MiraCosta is working closely with the California State University San Marcos Study Abroad Office to effectively promote our study abroad programs, ensuring that students are well-informed about the CSU general education courses available to them and the study abroad opportunities offered.

For fall 2024, students will have the exciting option to study in London through the SCFC. We are thrilled to share that our very own Eric Bishop will be teaching theater, bringing an extra layer of expertise, passion, and MiraCosta pride to the academic experience.

Noncredit Student Success and Support Program (NCSSSP) (Mitra De Souza)

The Noncredit Student Success and Support Program (NCSSSP) has continued to grow. The Welcome Center continues to provide a “one-stop shop” for on time support regardless of where students are in the onboarding process. Welcome Center staff assist new and current students with services from application to registration to getting connected to CARE (Campus Assessment, Resources, and Education) resources. During fall of 2023 there were 215 recorded student contacts at the Welcome Center. What is interesting to note is that while previously the most common service provided by the Welcome Center staff was registration assistance, currently the most accessed service is connecting students with CARE resources/completing CARE referrals for students. This demonstrates the significant need our students have with basic needs, which has also been reflected in the significant increase in

students accessing the food pantry. We currently have about 1,300 visits to the food pantry per month.

NCSSSP continues to partner with local schools to transition students into our Adult High School. We recently created a partnership with Surfside Academy which includes NCSSSP staff visiting the school to talk about our Adult High School, bringing students and their families to campus for a tour, and assisting students with the onboarding process. These efforts have resulted in new enrollments in our Adult High School for this spring. We also continue to work with the La Costa Canyon to assist English language learners who are aging out of high school to transition to our Noncredit English as a Second Language and/or Adult High School Programs.

Orientation and Student Support (Tina Helmstreit)

Spartan Start Orientation has successfully supported higher orientation completion rates, by serving over 17,700 students since its implementation in July 2022. The Orientation and Student Support (OSS) Department reached an orientation completion rate of 80 percent and a 79 percent matriculation rate for the fall 2023 student cohort, the highest completion rates noted from SSSP fall cohort data collection since 2017. The department is also working alongside the Student Services Division to identify ways to address the impact of anti-blackness on our campuses in our onboarding efforts and to develop keyways to celebrate our Black/African American campus community and HSI status in orientation.

The department co-led the ACP Explore event (formerly New Student Seminar) for incoming spring 2024 students with integrated instructional-led activities that coincide with academic counseling and career exploration presentations. The OSS Department also coordinated Help Hut for students and campus visitors at the Oceanside and San Elijo Campuses with many collaborative partners to welcome incoming spring students.

Service Learning and Volunteer Center (Analia Zamora-DeHart)

This past fall semester, the Service Learning and Volunteer Center coordinated the Service Learning and Volunteer Fair on the Oceanside Campus; over 150 students attended. The volunteer fair was a collaboration with Student Life and Leadership, ASG, Academic and Career Pathways, UPRISE, and Financial Aid and Scholarships. There were 25 local community organizations that shared their service opportunities and community resources, including Casa de Amparo, Vista Community Clinic, and North County LGBTQ Resource Center.

The Service Learning and Volunteer Center started a new program, Spartan Service Saturdays, in which four service projects were organized each month for the fall semester. These projects were promoted as both service learning and volunteer opportunities. In September, we partnered with I Love a Clean San Diego to do a park clean-up with the help of 11 volunteers. In October, we partnered with North County LGBTQ Resource Center to do a center beautification with the help of 14 volunteers. In November, we partnered with the North County Food Bank to prepare food bags for their Food4Kids program with the help of ten volunteers. Lastly, in December we partnered with Brother Benno's to prepare holiday gift bags for the kids attending their holiday event with the help of 14 volunteers.

This past fall semester, there were 19 service-learning courses offered, and there are now 88 community partners that are engaging with our students who are taking part in the Service Learning & Volunteer Program. Among the 146 students who participated in course-connected

service, they completed 1,712.2 hours of service. Among the 57 students who participated in the volunteer program, they completed 1,394.5 hours of service.

Student Advocates supported the mission by promoting student success and student engagement through curricular and co-curricular community service by working in the center and hosting tabling during campus events. This semester, Student Advocates were assigned to a local non-profit that aligns well with their professional goals or advocacy interests. Some of the organizations that our advocates are partnered with are Community Roots Farm, Studio ACE, Lifeline Community Services, and Oceanside Navigation Center.

Community Engagement:

- Student Veteran Oral History Project: A service learning project with Professor Jacob Strona and his ENG 100 students where they presented their interviews with MiraCosta veterans.
- Tamalada at the Farm: A collaboration between our department, Community Roots Farm, Sunny Street Outreach, Empower Oceanside Cooperative, and the help of student & community volunteers to make tamales for the houseless community around Oceanside. We welcomed over 65 volunteers.
- Dr. King Day of Service: A collaboration with NSDC NAACP, Palomar College, CSUSM and eight different community partners including City of Oceanside, Agua Hedionda Lagoon Foundation, Fallbrook Food Pantry, and Ivey Ranch Park. We welcomed 140 volunteers.

The 2024 MiraCosta College STREAM Festival is scheduled for Saturday, April 20 from 11a.m. – 2 p.m. at the Oceanside Campus.

School Relations/Diversity Outreach (Jonathan Gomez)

In September, School Relations/Diversity Outreach hosted the Barrio Empowerment Conference to showcase MiraCosta College and promote college access among local Latinx high school students, including MiraCosta's Adult High School, ESL, and GEARUP students. Overall, 225 students from local high schools attended the conference. In October, 60 local high school counselors and school staff participated in the Taste of MiraCosta Event held at the San Elijo Campus. Attendees received information and updates about MiraCosta College's programs and received an overview of the Medical Assisting Program.

During the fall, student ambassadors tabled at over 50 events including college fairs, back to school nights, and community events. These events included new partnerships with the Encinitas Friends of the Arts Dia de Los Muertos and the Cardiff Farmer's Market.

Student Accessibility Services (SAS) (formerly DSPS) (Abrey Nydegger)

The start of spring 2024 has been busy with SAS counselors and staff serving continuing, new and returning students. The Student Accessibility Services (SAS) served 1,219 credit and continuing education students during 2022/23, an increase of 173 compared to 2021/22 which equates to approximately 17 percent growth. In addition to academic accommodations, SAS also continues to provide academic advising and in-house veteran and military-affiliated counseling for students within the SAS Program.

In November 2023, SAS was awarded a one year, \$4,000 grant from the MiraCosta Foundation from the Hatoff Tapestries Grant for the 2023/24 academic cycle. This grant was

awarded to help start and sustain a Peer Mentor Enrichment Program that will benefit future SAS students.

For folks who were unable to participate in prior cohorts, SAS will offer the Ability Ally/Disability Aware Training with sign-ups to begin in February. This training will be an asynchronous, six-week professional development opportunity, to explore how to be an ally to students and staff with disabilities.

Student Support Services (Rosa Alvarado)

The Oceanside Campus recently opened two Welcome Centers available to students. One Welcome Center is located in the Admissions and Records Building (OC3300) and the second Welcome Center is located in Academic Counseling Building (OC3700). These Welcome Centers house student support advisors to help students navigate financial aid, admissions and records, and counseling inquiries.

One of the Student Services Division's goals is to streamline student services in one designated space, a "one-stop shop," so that students have a more positive and holistic experience.

Student Life and Leadership (Terrence Shaw)

The Associated Student Government (ASG) student leaders completed 847 confirmed engagement hours during fall 2023. ASG held their spring retreat with engaging workshops and a unique training called ASG Retreat and Improv session in January 2024.

Club Room guidelines were updated and approved at the Inter-Club Council (ICC) Full Council Meeting in November. The updated guidelines are now on display in the Club Room in the Oceanside Campus Student Center.

Student Life and Leadership (SLL) sponsored seven students to attend the SD Pride Youth Leadership Academy at Mesa College. SLL held the 4th Student Leadership Conference in January, which was attended by more than 55 student leaders. There are currently 40 active, registered student organizations on campus, and Club Rush will be held on February 1.

Week of Welcome events were held during the first week of spring 2024 at the San Elijo and Oceanside Campuses. Students engaged in interactive activities such as lawn games, photo booth, and tie-dye shirt making while meeting and making friends with ASG leaders and other students. Over 64 students participated in the activities at the San Elijo Campus and over 137 participated at the Oceanside Campus.

Student Services, San Elijo (Jared Rodrigues)

The Student Services Team continues to build community and engagement opportunities for students at the San Elijo Campus. This fall we premiered the "Rise and Thrive" series, which provides a free healthy breakfast for students and offers learning and discussion about wellness-related issues that impact students. The team also partnered with San Elijo faculty to pilot "Good Vibes Coffee," grow our Dia De Los Muertos events for students, and expand Domestic Violence Awareness month offerings. Usage at the San Elijo Food Pantry continues to grow, with 6,027 visits in fall 2023, which is more than double the fall 2022 visit total. In addition, the ASG San Elijo Working Group researched transportation difficulties for students

and met with local community advocates. The result was an official letter from ASG to Encinitas City Council, in favor of an investment in bike and pedestrian infrastructure, for the benefit of student safety.

Transfer Center (Lise Flocken)

From June to January, the Transfer Center had a total of 4,567 student contacts via all modalities. There was a total of 875 Comprehensive Student Education Plans completed, which is 22.7 percent of the total number of CSEPs created. The total number of students assisted was 2,535.

Even though UC Transfer Admission Guarantees (TAGs) have become more restrictive, MiraCosta students submitted TAGs to all participating six UC schools with 177 TAGs submitted.

The Transfer Center continues to collaborate with community partners at the high school level by providing in-service round table discussions for high school counselors; sending monthly emails to counselors and all high school instructors about the strong transfer options available at MiraCosta College; and providing in-person and Zoom presentations for students, parents, and high school staff. To date, the Transfer Center has presented to over 500 people and provided in-person presentations for high school youth groups outside of high school setting.

Testing Services and Academic Proctoring Center (Sinclair Tirona)

In fall 2023, the Testing Services and Academic Proctoring Center (APC) served over 900 individual students at the Oceanside and San Elijo Testing Centers. At the Oceanside Campus, there were 2,488 total scheduled appointments with 725 individual students. At the San Elijo Testing Center, there were 575 total scheduled appointments with 157 individual students. Approximately 22 percent of appointments at both campuses were for Student Accessibility Service accommodated exams.

The APC worked with Student Affairs last summer to collaborate and share information on our proctoring practices and policies as they relate to test security and academic integrity. We continuously strive to provide a supportive, transparent, trauma-informed environment for students to excel during their exams while maintaining our standards of test security and academic integrity.

Additionally, Testing Services supports online Mira Costa College students living outside of San Diego County who need proctoring services in their area. During the fall 2023 semester, we facilitated exam logistics and delivery for 44 students across 15 states and four countries - including Turkey, Austria, Italy, and South Korea.

Title V HSI (Maria-Isabel Rocha)

The Title V Team will continue organizing Latinx Hour on the Lawn this spring after very successful turnouts. Students enjoyed connecting with other students and building "comunidad" across the campus. The total number of students that participated and engaged throughout the fall semester is 1,026.

In the month of September, the community engagement lead and student promotores/as, led activities for Hispanic Serving Institute Week and Hispanic Heritage Month in partnership with various department on campus including EOPS, CARE, Health Services, Academic and

Career Pathways, and Financial Aid. The student promotores/as also participated in multiple community events connecting and building relationship with the community.

The Title V pedagogy of cariño lead will be hosting another Healing and Trauma-Informed Con Corazon training for 25 faculty during flex week this spring semester. In addition, this semester, will continue the Juntos Podemos training designed around a Pedagogy of Cariño approach. At the end of the spring semester each faculty participant will complete a project specified by Juntos Podemos training and will complete a final presentation. Faculty participants may be requested to present their project to the campus community, including to their respective departments, governance groups, or the board of trustees.

The career relevancy lead the Carreras Sin Barreras Cohort Program that served 16 Latinx students who wanted to find an internship that aligns with their career goals. In partnership with the Career Center, the students participated in a variety of workshops to prepare them for their internship. The team will continue to meet with the students and help them get placed in an internship this spring semester. These experiences are designed to inspire aspiration and academic mindset while removing barriers for low-income, Hispanic students to access experiences that prepare them for success in careers post-graduation. The Title V Team, in partnership with the Career Center, hosted a Carreras y Conexiones Job and Internship that was a success with over 200 students who participated.

The Title V Grant Team applied for and received the Hatoff Tapestries Grant for \$7,500 to help cover expenses for the 1st Annual Festival de Musica Latina, which is going to take place in May.

Veterans (Liz Draper)

Veterans Services has seen an increase in the student population since fall 2022. There was a small dip of 1.6 percent in dependents who were enrolled in MiraCosta College but there was an increase of 3.4 percent in service members. The lounge in T100 is reflecting this increase as there has been an increase in participation in events and regular usage. For those students using GI Bill benefits, the Veterans Services Office submitted over 450 initial certifications to the VA.

Veterans Services hosted a movie screening of the film 'To What Remains' in November. This film follows the work of Project Recover while they search for the more than 80,000 Americans missing in action since WWII with Derek Abbey, CEO of Project Recover. Veterans Services has plans to bring the film back to campus in-person during the spring semester so more folks may attend.