



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – MAY 16, 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. APPROVE MEETING MINUTES

- A. Special Meeting/Closed Session of April 18, 2024
- B. Regular Business Meeting of April 18, 2024

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

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on 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.

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

- A. IDEA Update
- B. Facilities Futures Plan Update

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Adopt Annual Resolutions Authorizing Designated Agents
- C. Ratify Memorandum of Understanding 24-03 with the Faculty Assembly
- D. Ratify Memorandum of Understanding 24-04 with the Faculty Assembly
- E. Ratify Memorandum of Understanding 24-05 with the Faculty Assembly
- F. Ratify Memorandum of Understanding 24-06 with the MCCAFAF
- G. Approve Puente Project Agreement
- H. Approve 2024/25 Material Fees List
- I. Approve Curriculum, Part III for 2024-2025 Catalog
- J. Approve Updated Course Agreement with Cathedral Catholic High School for the Summer 2024 Dual Enrollment Program
- K. Approve Summer 2024 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program
- L. Approve Emeritus Status for Full-Time and Associate Faculty Members
- M. Approve Emeritus Status for Classified Administrator
- N. Approve Gold Circle Membership for Retired Classified Employees
- O. Adopt Resolution No. 18-23/24 Education Protection Account
- P. Approve Increase to Annual United States Postal Services Usage
- Q. Approve Purchases with Community College Library Consortium for FY2024/25
- R. Award Contract for Bid #C11-24 OC Library Roof Replacement
- S. Approve Renewal of PlanetBids Management Program
- T. Award of Contract for RFP 12-24 Security Services
- U. Approve Master On-Going Services Agreements for RFQ No. 08-24, On-Going Architectural and Design Related Professional Services
- V. Approve Purchase for Network Equipment for OCN New Chemistry Biotechnology Project
- W. Approve Purchase of Dell Laptops for EOPS/NextUp Students
- X. Ratify Budget Transfers/Revisions
- Y. Ratify and Approve Contracts and Purchase Orders

VIII. ACTION ITEMS

- A. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Two-Year Period Commencing July 1, 2024
- B. Approve Partial Guaranteed Maximum Price and Corresponding Change Order to Design-Build Services Contract for the Oceanside Communications Hub, Equity Village and Student Center Project

IX. SECOND READ – BOARD POLICIES (Action Required)

- A. Board Policy 4025 – Philosophy and Criteria for Associate Degrees and General Education
- B. Board Policy 4100 – Graduation Requirements for Degrees and Certificates
- C. Board Policy 4225 – Course Repetition
- D. Board Policy 7340 – Leaves

X. FIRST READ – BOARD POLICIES

- A. Board Policy 4020 – Programs, Curriculum, and Course Development

XI. INFORMATION

- A. Third Quarter Fiscal Report

XII. 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

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIV. ADJOURNMENT

UPCOMING MEETINGS

**4 p.m. – June 13, 2024
Workshop**

**4 p.m. – June 20, 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

**APRIL 18, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, April 18, 2024, in Room 204 at the Community Learning Center. President Rick Cassar called the meeting to order at 2:03 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

| | |
|-----------------|---------------|
| Rick Cassar | Frank Merchat |
| Raye Clendening | Anna Pedroza |
| Heather Conklin | Jackie Simon |
| George McNeil | |

Administrators present:

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

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:03 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 topics:

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)

C. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)

Title: superintendent/president

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

At 3:32 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 Governing Board unanimously took action to terminate the employment of an Assistant Business Systems Analyst, effective April 16, 2024.

C. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)

Title: superintendent/president

No report.

VI. ADJOURNMENT

The meeting adjourned at 3:32 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

**APRIL 18, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, April 18, 2024, in Room 204, at the Community Learning Center. President Rick Cassar called the meeting to order at 4 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

| | |
|-----------------|------------------|
| Rick Cassar | Frank Merchat |
| Raye Clendening | Anna Pedroza |
| Heather Conklin | Jacqueline Simon |
| George McNeil | Kenneth Pilco |

Administrators present:

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

III. APPROVE MEETING MINUTES

A. Special/Closed Meeting of March 14, 2024

B. Regular Business Meeting of March 14, 2024

By motion of Trustee Clendening, seconded by Trustee McNeil, the board approved the special/closed meeting minutes and the regular meeting minutes of March 14, 2024.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

Dean John Makevich welcomed the board and guests to the CLC. He proudly represented the CLC campus and all the good work the CLC staff is doing. The Adult High School commencement is scheduled for May 23, and all are invited to attend the festivities.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. New Accreditation Standards

Former Board Trustee David Broad, as a public member for the ACCJC, an institutional accreditor and peer review process among 138 institutions, provided an overview of upcoming changes to accreditation standards.

Broad reviewed the principles guiding the new standards and the philosophical approach to the four accreditation standards, with more of an emphasis on student outcomes, and continuous transformation, moving beyond mere compliance. Broad emphasized leveraging data for equitable student success. The approach aims for a simplified, reflective process, encouraging institutional self-improvement.

B. Career Education Update: Focus on Child Development

Dean Al Taccone and Associate Dean Ben Gamboa, as well as Child Development faculty (Claudia Flores, Ashley Davis, Ansina Green, Rhonda Welch-Scalco) and Child Development Center Director Yi-Cheng Hu discussed program data, challenges, and opportunities in the field of early childhood education.

Despite wage data trends having been historically lower than desired within the childcare sector, there has been a notable shift with an upward trend in market wage rates. Notably, MAAC Head Start is now providing a starting wage of \$25 per hour to graduates holding a bachelor's degree in Early Childhood Education, signifying an encouraging development.

CAP 8 courses are being aligned with state initiatives, labor needs in North San Diego County, the statewide curriculum alignment project, and child development permits. A strategic partnership with Child Care Providers United (CCPU) provides a tailored 12-unit pathway in Spanish, enriching accessibility and inclusivity.

Further enhancing educational pathways, MiraCosta offers a paid apprenticeship program for students who work in the MiraCosta Child Development Center, where approximately 100 children are served. This innovative program seamlessly integrates classroom learning with practical experience, fostering holistic development and professional growth.

A dual enrollment certificate is also available for OUSD high school students, so by the time they arrive at MiraCosta, these students are empowered to teach preschool while furthering their education. This ensures a seamless transition to higher education, with students equipped to contribute meaningfully to their field while pursuing further academic enrichment. While preparing future educators, the Child Development Program nurtures collaborations with renowned experts and nationally acclaimed authors in the field of early childhood education. Although OUSD is currently the focus of this opportunity, the college is exploring the expansion to other school districts served by the college.

Presenters shared a Racial Equity for Adult Credentials in Higher Education (REACH) document, which highlights the transfer opportunities and how the certificates work together, clarifies pathways, and tailors schedules that allow students to complete the pathways within a schedule that works for their lives. Many students need to work, so it is important to give better information, so students can make better decisions.

Testimonials from students Nicole Tirol and Guillermo Yamasaki underscored the transformative impact of the apprenticeship program. Their firsthand experiences attest to the program's efficacy in honing skills, fostering professional growth, and facilitating seamless transitions into gainful employment within their chosen field, serving as inspiring exemplars of MiraCosta's commitment to student success.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve New Position, Job Description, and Salary for Grant Project Director**
- C. Approve Out-of-Country Travel Request – Maria Figueroa**
- D. Approve Out-of-Country Travel Request – Jeff Murico**
- E. Approve Reorganization of the Instructional Services Division**
- F. Approve FF&E IT Purchase of Dell Computers OCN Reno Building 1200 Library**
- G. Approve Renewal of Okta Identity and Access Management Security Software Licensing Subscription, Technical Support Services, and Maintenance**
- H. Approve Purchase of Palo Alto Network Firewall Security Equipment and Service**
- I. Approve Purchase for Network Switch Replacement/Upgrade Project**
- J. Approve Purchase of Dell Laptops for Students Provided by the Library**
- K. Approve Amendment One to Experis US, Ltd. Contract**
- L. Approve Agreement Renewal with CliftonLarsonAllen, LLP for Internal Audit Services**
- M. Adopt Resolution No. 14-23/24: to Declare the Futility of Public Bidding for Discounted Rideshare Services for the Remainder of the 2023/24 Fiscal Year**
- N. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee Merchat, seconded by Trustee Pedroza, consent items A-N were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

VIII. ACTION

- A. Adopt Resolution No. 15-23/24: Adopt Sole Source Exception Findings Related to ChargePoint Electric Vehicle Charging Stations and Commercial Network Service Plan**

By motion of Trustee Merchat, seconded by Trustee Pedroza, the board adopted Resolution No. 15-23/24: Adopt Sole Source Exception Findings Related to ChargePoint Electric Vehicle Charging Stations and Commercial Network Service Plan.

Vote: 7/0/0

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

Abstentions: None

Absent: None

B. Approve Contract of Employment for the Chief Inclusion, Diversity, Equity, Accessibility Officer

By motion of Trustee McNeil, seconded by Trustee Clendening, the board approved the Contract of Employment for the Chief Inclusion, Diversity, Equity, Accessibility Officer.

Vote: 7/0/0

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

Abstentions: None

Absent: None

IX. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5030 - Fees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Board Policy 5030.

Vote: 7/0/0

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

Abstentions: None

Absent: None

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 2015 – Student Trustee

B. Board Policy 4106 – Post-Baccalaureate Nursing Students

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Board Policies 2015 and 4106.

An advisory vote (aye) was provided by Student Trustee Kenneth Pilco.

Vote: 7/0/0

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

Abstentions: None

Absent: None

XI. FIRST READING – BOARD POLICIES

A. Board Policy 4025 – Philosophy and Criteria for Associate Degrees and General Education

B. Board Policy 4100 – Graduation Requirements for Degrees and Certificates

C. Board Policy 4225 – Course Repetition

D. Board Policy 7340 – Leaves

Board Policies 4025, 4100, 4225, and 7340 were reviewed and discussed and will be brought to the board for a second read and adoption at a future meeting.

XII. INFORMATION

A. ICBOC 2023 Annual Report

The ICBOC 2023 Annual Report was provided as information.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Cassar, Conklin, Pedroza, and Simon attended the town hall on the San Elijo Campus organized by Senator Blakespear about fentanyl awareness.

Trustees Clendening, Conklin, and McNeil attended Oceanside's 'Meet the City' event organized by the Chamber of Commerce. Trustees Conklin and Clendening were present at the 'Incarceration to Inspiration' event at the Brooks Theater, demonstrating their support for transformative community initiatives.

Trustee Conklin is eagerly learning about the many programs and individuals at MiraCosta. She attended the Trans Day of Visibility and the True Care Gala, where MiraCosta College was honored for its contributions.

Trustee Clendening participated in the CSUSM community-based African American Group's efforts to ensure students experience a welcoming transition to university life. Clendening, along with Trustees Conklin and McNeil, enjoyed Oceanside's 'Meet the City' event organized by the Chamber of Commerce. Clendening also participated in a VIP ribbon-cutting ceremony for a senior citizen facility in Oceanside, which could offer potential internship opportunities to our students.

Trustee Merchat took a moment to celebrate the special recognition of Trustee Clendening, who was recently inducted into the San Diego Women's Hall of Fame.

Trustee Simon attended the Foundation's Annual Donor Scholarship event and enjoyed the spirited performance of 'Anything Goes' by the Theater Department. She and Trustee Cassar attended the 'State of Encinitas City' address.

Trustees Cassar and McNeil supported our Athletics teams at a rugby match and sand volleyball game. Trustee McNeil expressed appreciation for the way in which all of the sports teams support each other.

Trustee Cassar contributed to the Cardiff School's Strategic Plan. He also recognized Student Trustee Kenneth Pilco and four other students named as recipients for the MiraCosta Medal of Academic Merit, the highest academic award at the college.

Trustees Merchat and Pedroza continue enjoying their weekly trips to the farmers market held on the San Elijo Campus each Saturday.

B. Students

Student Trustee Kenneth Pilco reported on the ASG leaders' advocacy efforts. ASG elections and planning for finals week programming are also underway.

C. Classified Employees

Classified Senate (CS) President Omar Jimenez reported the election process is complete. Jimenez is set to continue his leadership in the second term. Marlesha Keys will serve as Treasurer, and new senators include Ingrid Phillips, Shannon Tuise'e, Kaarina Taylor, and Kimberly Holmes. Jimenez welcomed their enthusiasm and diverse insights as they take on their responsibilities.

The MiraCosta Classified Senate selected Cindy Arce as the recipient of the Spring 2024 MiraCosta Classified Senate Employee Scholarship. This scholarship recognizes Arce's dedication, hard work, and underscores her significant contributions to our college community.

D. Faculty

Academic Senate (AS) President Leila Safaralian reported this month's AS theme is C3 Teaching and Learning Center, as part of their ongoing commitment to enhance the education experience.

The Academic Senate has completed faculty committee and office assignments, and they are looking forward to hosting a special celebration on May 17 to honor the outgoing and incoming Senators and acknowledge the valued contributions of retiring colleagues.

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona submitted a written report. She thanked the board for asking hard questions that help us improve our programs and student outcomes. Pescarmona also shared the exciting news that Edwina Williams, a part-time faculty member at MiraCosta College, was awarded the prestigious 2024 Regina Stanback Stroud Diversity Award. This award, sponsored by the Academic Senate for California Community Colleges, honors her significant contributions to promoting intercultural harmony, equity, and diversity at our institution.

2. Student Services

Assistant Superintendent/Vice President Wojcik shared a number of the year-end celebrations, and she encouraged trustees to participate. As of May 6, students will be busy registering for summer and fall. Financial aid packages have been delayed and, in some cases, include errors, which has made the process more challenging for students and the Financial Aid Office.

MiraCosta College, in collaboration with Oceanside Unified School District, is applying for the GEAR UP Grant—a highly competitive funding opportunity that could bring nearly \$12 million to support our educational initiatives.

Wojcik congratulated the Health Services team who organized a successful Health and Wellness Festival on the Oceanside Campus with 25 community partners in attendance. The event was well-attended by students.

MiraCosta, for the second consecutive year, partnered with the San Dieguito School District to host a Career and College Fair, which continues to strengthen our commitment to community and educational outreach. The event was well-attended by high school students, as well as many colleges and universities.

3. Administrative Services

Assistant Superintendent/Vice President Flood thanked the volunteer members of the Independent Citizens' Oversight Committee (ICBOC) for their unwavering dedication. Their efforts are instrumental in upholding MiraCosta College's commitment to excellence in our programs.

Flood shared that Tom Macias will be celebrated as a distinguished honoree by the Construction Managers Association of America (CMAA). This recognition is a testament to his invaluable support of our construction efforts and bond initiatives.

Additionally, Flood congratulated Deputy Jessica Taft, was named Property Officer of the Year for San Diego County by the California Association for Property and Evidence (CAPE).

4. Human Resources

Assistant Superintendent/Vice President Ng thanked the HR department and the faculty who have worked on hiring committees.

Ng reminded all about the upcoming Spring Celebration of Excellence on April 26, where MiraCostans will be honored for their years of service and outstanding achievements.

F. Superintendent/President

Superintendent/President Cooke thanked all faculty and staff involved in the many events across the campuses. She reminded everyone about the upcoming Athletic Alumni Night on Saturday, April 20, an event dedicated to celebrating MiraCosta's ninety years of athletic excellence.

She acknowledged the Office of Advancement team for their recent accolades from the California Community Public Relations Organization (CCPRO) awards for the "Transforming Lives" campaign, the Arts and Events brochure, their "Ghost Ship" feature, and a "Manipulated photo - Dancing at Dusk." These honors reflect the innovative and impactful work the college's advancement professionals produced.

Dr. Cooke attended a three-day AI Revolution Expo in San Diego where she represented AACC in conversations about the future, innovation, and thoughts for solving problems. A wealth of sessions were offered around cutting-edge developments in artificial intelligence. She noted the importance of being mindful that equity gaps may decrease, rather than increase, as a result of AI advancements. She also attended the Arizona State GSV Summit, a substantial 15-year initiative that has garnered the participation of approximately 7,500 individuals from higher education, the private sector, and technology fields.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

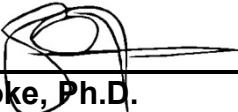
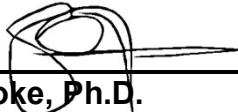
XV. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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

| | |
|---|---|
| Subject: IDEA Update | Attachment: PowerPoint Presentation |
| Category: Presentation | 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> |
| Recommended:  _____ Sunita V. Cooke, Ph.D. Superintendent/President | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND


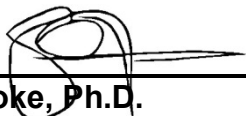
In November 2022, the Chief Inclusion, Diversity, Equity and Accessibility (IDEA) Officer position was established with the role becoming permanent in April 2024. There are several updates on IDEA efforts at the college since the inception of the position and the new Office of IDEA including strategies to institutionalize IDEA efforts, close student equity gaps, create inclusive spaces, and increase awareness and understanding of bias.

STATUS

Chief IDEA Officer Wendy Stewart will provide an update on progress this past year as well as future goals.

RECOMMENDATION

Information only.

| | |
|---|--|
| Subject: Facilities Futures Presentation | Attachment: PowerPoint Presentation |
| Category: Presentation | 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:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND


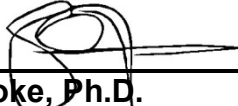
Work on the Facilities Futures Plan continues and has progressed through the option development stage. The Budget and Planning Committee (BPC) and Campus Advisory Committee (CAC) have held a number of joint meetings to review the facilities options with a focus on future needs and space flexibility. The Facilities Futures Plan will have a focus on sustainability efforts and incorporate futures strategies and signals.

STATUS

Assistant Superintendent/Vice President Tim Flood will provide highlights of the work completed to date.

RECOMMENDATION

For information only.

| | |
|--|---|
| Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions | Attachment: 1. Reduced Workload Agreement Detwiler 2024/25.pdf 2. Reduced Workload Agreement Miller 2024/25.pdf 3. Reduced Workload Agreement Powell 2024/25.pdf |
| 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 |

STATUS

1. Retirement of classified administrator Linda Kurokawa, Executive Director, Community Education and Workforce, position P-00163, effective June 30, 2024.
2. Resignation of classified employee Ana Sandoval, Instructional Aide, Workforce IOA, position P-00209, effective April 10, 2024.
3. Employment of the following regular classified employees:

Lizbeth Garcia Gonzalez, Academic Division Administrative Assistant, School of Continuing Education, position P-0002, classified salary range 21, step 1, \$5,579.83 per month, full-time, 12 months per year, effective May 20, 2024. Lizbeth was selected through an open recruitment process.

Carlos Rodriguez Dominguez, Student Support Advisor, Student Services Welcome Center, position P-06188, classified salary range 22, step 2, \$6,057.25 per month, full-time, 12 months per year, effective April 1, 2024. Carlos was selected through an open recruitment process.

Jorge Ovando, Instructional Associate, Nursing and Allied Health, position P-00221, classified salary range 25, step 1, \$2,818.01 per month, 18 hours per week, 12 months per year, effective May 1, 2024. Jorge was selected through an open recruitment process.
4. Permanent change of assignment for the following classified employees:

Christina Undan, Accountant II, Fiscal Services, position P-00014, has accepted the permanent position of Accounting Manager, position P-00015, classified salary range 37, step 5, longevity year 7, \$10,798.42 per month, full-time, 12 months per year, effective April 10, 2024. Christina was selected through an open recruitment process.

Megan Meyerholtz, Assistant Business Systems Analyst, Admissions and Records, position P-05826, has accepted the permanent position of Business Systems Analyst, position P-05824, Admissions & Records, classified salary range 30, step 5, longevity year 6, \$8,824.17 per month, full-time, 12 months per year, effective April 22, 2024. Megan was selected through an open recruitment process.

5. Temporary change of assignment for the following classified employees:

Sonia Martinez Sevilla, Admissions and Records Specialist, position P-06175, continued increase in hours from 16 to 40 hours per week, effective July 1, 2024 – June 30, 2025.

Noemi Espinoza, Testing Services Assistant, position P-06217, will increase in hours from 32 to 40 hours per week, effective July 1, 2024 – June 30, 2025.

6. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Brandon Bailey, Media Services Technician, ITS Technology Support Services, position P-05144, will serve as Interim Technology Services Analyst, ITS Technology Support Services, classified salary range 29, longevity year L-1, \$8,865.83 per month, full-time, 12 months per year, effective April 19 - June 30, 2024.

Maria-Isabel Rocha Duarte, Student Services Coordinator, Financial Aid, position P-06186, will serve as Interim Grant Project Director, Counseling and Student Development, range CM-10, step 2, longevity L-1, \$10,283.33 per month, full-time, retroactively effective January 1, 2024 – June 30, 2024.

7. Reduced workload requests for the following faculty members:

David Detwiler, Spanish Instructor, International Languages, position P-00612, beginning August 9, 2024, and ending May 31, 2025, at which time Professor Detwiler will retire from the district. Professor Detwiler will maintain a 50 percent assignment throughout the agreement period (see attached).

Beth Powell, Math Instructor, Math, position P-00560, 80 percent workload, beginning August 9, 2024 – May 23, 2025 (see attached).

Change to reduced workload for Lynne Miller, Anthropology Instructor, Social Science, position P-00459, from 60 percent to 50 percent, beginning August 9, 2024 – May 23, 2025 (see attached).

8. 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:

Computer Science – Michael Fine
Computer Science – Kristopher Horton

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.

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

| | | |
|------------------|-----------------------|--------------------------|
| Fredy Desmond | Gomez Cruz Morente | Counseling Counseling |
|------------------|-----------------------|--------------------------|

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

| | | |
|--|--|--|
| Michael Kristopher Lee Rodgir Zachary Brett | Fine Horton Ballestero Cohen Goodman Savage | Computer Science Computer Science Political Science Political Science Political Science Political Science |
|--|--|--|

11. 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 |
|---------------------|--------------------------------------|------------|--|-------------|------------|----------|
| Matthew McDevitt | Assistant Coach | Substitute | Athletics and Intramurals | \$27.85/hr. | 4/1/24 | 6/30/24 |
| Tereza Zafra-Lopez | Student Services Specialist | Substitute | School Relations/Diversity Recruitment | \$32.19/hr. | 4/8/24 | 6/30/24 |
| Karen Radzinski | Human Resources Analyst | Substitute | Human Resources Ops, Benefits/Systems | \$40.55/hr. | 4/15/24 | 6/30/24 |
| Fernando Aparicio | Media Services Technician | Substitute | ITS Technology Support Services | \$34.11/hr. | 4/19/24 | 6/30/24 |
| Ksenia Cavo | Administrative Support Assistant III | Substitute | Student Life and Leadership | \$31.27/hr. | 4/22/24 | 6/30/24 |
| Cherine Rossman | Expert IT Consultant | Substitute | ITS Enterprise Application Services | \$95.00/hr. | 4/29/24 | 6/30/24 |
| Destiny Green | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/17/24 | 6/30/24 |
| Raphael-Monet Cooke | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/17/24 | 6/30/24 |

| | | | | | | |
|--------------------------------|---------------------------------------|------------|--|-------------|---------|---------|
| Shann Davis | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/17/24 | 6/30/24 |
| Cally Ingebritson | Program Consultant II | Short-term | Veterans Business Outreach Center | \$53.00/hr. | 5/17/24 | 6/30/24 |
| Ethen Menendez | Campus Aide I | Short-term | Theatre and Film | \$16.00/hr. | 5/17/24 | 6/30/24 |
| Ethen Menendez | Campus Aide III | Short-term | Theatre and Film | \$20.00/hr. | 5/17/24 | 6/30/24 |
| Izik Gazette | Campus Aide III | Short-term | ITS Technology Support Services | \$20.00/hr. | 5/17/24 | 6/30/24 |
| Jordan Galloway | Theater Aide III | Short-term | Theatre and Film | \$18.00/hr. | 5/17/24 | 6/30/24 |
| Louis Fuentes | Program Consultant II | Short-term | Veterans Business Outreach Center | \$53.00/hr. | 5/17/24 | 6/30/24 |
| Luis Aceves | Campus Aide III | Short-term | Financial Aid and Scholarships | \$20.00/hr. | 5/17/24 | 6/30/24 |
| Patrick Bator | Campus Aide II | Short-term | Theatre and Film | \$18.00/hr. | 5/17/24 | 6/30/24 |
| Terence Sautia | Administrative Support Assistant I | Short-term | Counseling Operations | \$22.75/hr. | 5/17/24 | 6/30/24 |
| Ethen Menendez | Campus Aide II | Short-term | Dance | \$18.00/hr. | 5/18/24 | 6/30/24 |
| Joseph Prete | Campus Aide II | Short-term | Dance | \$18.00/hr. | 5/18/24 | 6/30/24 |
| Ana Antonio Hernandez | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Cassandra Fuentes | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Dannia Saldivar | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Diego Vargas Dominguez | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Gaudencio Hernandez | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Jacob Casey | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Katherine Hidalgo | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Mark Siy | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Mayra Angon-Salgado | Campus Aide III | Short-term | Student Equity | \$20.00/hr. | 5/20/24 | 6/30/24 |
| Saavi Misra | Apprentice II | Short-term | Chemistry | \$17.00/hr. | 6/1/24 | 6/30/24 |
| Tiffany Qualls | Apprentice II | Short-term | Chemistry | \$17.00/hr. | 6/1/24 | 6/30/24 |
| Janil Arrabal | Campus Aide I | Short-term | Community Ed and Workforce Dev | \$16.00/hr. | 6/3/24 | 6/30/24 |
| Leslie Anastacio Gil | Campus Aide I | Short-term | Community Ed and Workforce Dev | \$16.00/hr. | 6/3/24 | 6/30/24 |
| Spencer Bryce | Campus Aide I | Short-term | Community Ed and Workforce Dev | \$16.00/hr. | 6/3/24 | 6/30/24 |
| Aaron Pedro | Instructional Assistant | Short-term | Art | \$27.85/hr. | 7/1/24 | 6/30/25 |
| Adriana De Alba | Campus Aide III | Short-term | Admissions and Records, SEC | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Alexandra Angulo Coral | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Aurora Monette Iglesias | Support Assistant, Noncredit Adult Ed | Short-term | Workforce IOA | \$24.84/hr. | 7/1/24 | 6/30/25 |
| Bianca Lopez | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Carlos Ulises Balandran Ortega | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Colleen Veneri | Nurse Practitioner | Short-term | Health Services | \$95.23/hr. | 7/1/24 | 6/30/25 |
| Cristobal Vasquez | Campus Aide III | Short-term | Admissions and Records, SEC | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Deborah Cummins | Testing Services Assistant | Substitute | Testing Services | \$27.85/hr. | 7/1/24 | 6/30/25 |
| Denise Jessup | Campus Aide III | Short-term | Student Accessibility Services | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Diego Vargas Dominguez | Campus Aide I | Short-term | School Relations/Diversity Recruitment | \$16.00/hr. | 7/1/24 | 6/30/25 |
| Eddy Angarita Navarro | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Edgar Herrera | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Edgar Herrera | Campus Aide III | Short-term | Career Ed Grants | \$20.00/hr. | 7/1/24 | 8/31/24 |
| Ehsan Afshinpour | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Elham Afshinpour | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Estefania Dieguez Hernandez | Admissions and Records Specialist | Short-term | Admissions & Records, CLC | \$31.27/hr. | 7/1/24 | 6/30/25 |
| Esther Sada | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Fernando Aparicio | Media Services Technician | Short-term | ITS Technology Support Services | \$34.11/hr. | 7/1/24 | 6/30/25 |
| Giuliana Guanilo | Campus Aide III | Short-term | Admissions and Records, CLC | \$20.00/hr. | 7/1/24 | 6/30/25 |

| | | | | | | |
|----------------------------|--|------------|---------------------------------|-------------|--------|---------|
| Greta Cavo | Administrative Support Assistant III | Short-term | Admissions and Records, OCN | \$31.27/hr. | 7/1/24 | 6/30/25 |
| Gypsy Nieves | Support Assistant, Noncredit Adult Ed | Short-term | Workforce IOA | \$24.84/hr. | 7/1/24 | 6/30/25 |
| Gypsy Nieves | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Isaac Salazar | Campus Aide III | Short-term | Student Services Welcome Center | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Jaice Bishop | Health Services Assistant | Short-term | Health Services | \$30.37/hr. | 7/1/24 | 6/30/25 |
| Jeanne Santoriello Kaspar | Nurse Associate | Short-term | Health Services | \$36.13/hr. | 7/1/24 | 6/30/25 |
| Jennifer Wetzell | Campus Aide III | Short-term | Student Accessibility Services | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Jesse Grizzle | Administrative Support Assistant III | Substitute | Veterans Services | \$31.27/hr. | 7/1/24 | 6/30/25 |
| Jinhui Wang | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Josefina Medina | Campus Aide III | Short-term | Student Accessibility Services | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Julieta Enriquez Camarillo | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Kimberly Holmes | Administrative Support Assistant III | Short-term | Admissions and Records, OCN | \$31.27/hr. | 7/1/24 | 6/30/25 |
| Lauryn Malicoat | Administrative Support Assistant III | Substitute | Financial Aid and Scholarships | \$31.27/hr. | 7/1/24 | 6/30/25 |
| Lina Samac | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Louisa Podlewski | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Lucia Prinyotarn | College Health Nurse | Short-term | Health Services | \$39.39/hr. | 7/1/24 | 6/30/25 |
| Maria Rose | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Maria Sathaliya | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Maria Zorzin | Support Assistant II, Noncredit Adult Ed | Short-term | Workforce IOA | \$27.85/hr. | 7/1/24 | 6/30/25 |
| Mariene Pili | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Melissa Kumnoonsate | College Health Nurse | Short-term | Health Services | \$39.39/hr. | 7/1/24 | 6/30/25 |
| Michelle Mora | Campus Aide III | Short-term | Financial Aid and Scholarships | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Nallely Verde | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Nicholas Ortega | Campus Aide III | Short-term | Admissions and Records, SEC | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Olivia Dalton | Nurse Practitioner | Short-term | Health Services | \$83.37/hr. | 7/1/24 | 6/30/25 |
| Patricia Rand | Campus Aide III | Short-term | Admissions and Records, SEC | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Perla Garibay | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Raul Ragudo | Campus Aide III | Short-term | Career Ed Grants | \$20.00/hr. | 7/1/24 | 8/31/24 |
| Renee Truong | Student Services Specialist | Short-term | International Office | \$32.19/hr. | 7/1/24 | 6/30/25 |
| Rocio Flores | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Rocio Flores | Support Assistant, Noncredit Adult Ed | Short-term | Workforce IOA | \$24.84/hr. | 7/1/24 | 6/30/25 |
| Rogelio Hernandez | Campus Aide III | Short-term | MESA Program | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Romina Troesh | College Health Nurse | Short-term | Health Services | \$39.39/hr. | 7/1/24 | 6/30/25 |
| Sandra Henika | Administrative Support Assistant II | Substitute | Veterans Services | \$27.85/hr. | 7/1/24 | 6/30/25 |
| Sicli Camarillo Gomez | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Terence Sautia | Campus Aide III | Short-term | Career Center | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Wendy Pena | Instructional Aide | Short-term | Workforce IOA | \$23.43/hr. | 7/1/24 | 6/30/25 |
| Wesley Pawl | Program Consultant II | Short-term | Small Business Dev Ctr | \$53.00/hr. | 7/1/24 | 6/30/25 |
| Yolanda Guerra | Health Services Assistant | Short-term | Health Services | \$30.37/hr. | 7/1/24 | 6/30/25 |
| Zachary Elliott | Campus Aide III | Short-term | Theatre and Film | \$20.00/hr. | 7/1/24 | 6/30/25 |
| Zachary Elliott | Campus Aide I | Short-term | Theatre and Film | \$16.00/hr. | 7/1/24 | 6/30/25 |
| Charles Storey | Art Model | Short-term | Noncredit, General | \$28.00/hr. | 8/1/24 | 6/30/25 |

RECOMMENDATION

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

**2024-2025
REDUCED WORKLOAD AGREEMENT**

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on September 20, 2022, in accordance with its policies, I agree to perform as a Spanish Instructor, School of Arts, International Languages & Ethnic Studies, on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District at the conclusion of the reduced workload agreement on May 31, 2025.

1. Participation in the program begins August 11, 2023, and will end at the conclusion of the 2024-2025 academic year.
2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by, and salary paid to regular, full-time faculty during the school year for which this agreement is in force.

The required service for the 2024-2025 academic year shall be reduced to 50% beginning August 9, 2024, and ending December 14, 2024.

3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.
4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.
5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2024 – May 31, 2025.
6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.
7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.
8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

David Detwiler
David Detwiler

Date: 03/07/2024

Approved:

Jonathan L. Fohrman
Jonathan Fohrman, Dean, School of Arts, International Languages & Ethnic Studies

Date: 03/14/2024

Denée Pescarmona
Denée Pescarmona, Vice President, Instructional Services

Date: 03/15/2024

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

Date: 03/29/2024

**2024-2025
REDUCED WORKLOAD AGREEMENT**

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on April 27, 2022, in accordance with its policies, I agree to perform as an Anthropology Instructor, in the Department of Social Sciences, on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District at the conclusion of the reduced workload agreement on May 31, 2032.

1. Participation in the program begins August 12, 2022, and will end at the conclusion of the 2031-2032 academic year.
2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by, and salary paid to regular, full-time faculty during the school year for which this agreement is in force.

The required service for the 2024-2025 academic year shall be reduced to 50% beginning August 9, 2024, and ending May 23, 2025.

3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.
4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.
5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2024 – May 31, 2025.
6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.
7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.
8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

Lynne Miller
Lynne Miller (Mar 6, 2024 05:54 PST)
Lynne Miller

Date: 03/06/2024

Approved:
Mike Fino
Mike Fino, Dean, School of Math & Sciences

Date: 03/06/2024

Denée Pescarmona
Denée Pescarmona, Vice President, Instructional Services
Sunita V. Cooke
Sunita V. Cooke (Apr 4, 2024 02:43 PST)

Date: 04/04/2024

Date: 04/04/2024

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



1 Barnard Drive, Oceanside, CA 92056
P 760.757.2121 F 760.795.6609 www.mirocosta.edu

To: MiraCosta College Board of Trustees
MiraCosta College Human Resources
From: Beth Powell
Date: 09/110/2023
Re: Reduced Workload Request

To the members of the Board of Trustees and MiraCosta Community College Human Resources,
Per the Faculty Assembly Agreement, Article K.2.0 that pertains to the STRS Reduced Workload Program, I am submitting this letter to request a reduced workload of 80% per academic year for two years and 50 – 70% for the academic year 2026 – 2027. The details of which are outlined below:

- The duration of the reduced workload period is for 3 years.
- The reduced workload assignment will commence at the beginning of the fall 2024 semester (August 2024).
- My workload assignment will be reduced to 80% for 2 years and 50 – 70% during the 3rd year.

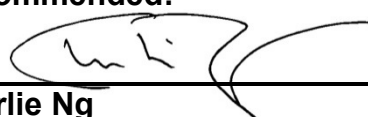
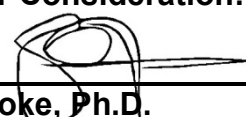
| | |
|---------------|-----------------------|
| Academic Year | 2024 - 2025: 80% |
| | 2025 - 2026: 80% |
| | 2026 - 2027: 50 - 70% |

I'd achieve this by teaching 50 - 56% of my load in the fall semester (sometimes it is not possible to end up with exactly 15 units in one semester and we end up with 16 or 17) and unbanking hours in the spring to make up the remainder of units needed to achieve the desired percentage. I'd adjust the percentage in the 2026 – 2027 academic year to use whatever banked time I have left to complete the academic year.

Thank you for your consideration.

Beth Powell

| | |
|---|-----------|
| Leila Safaralian | 2-29-2024 |
| _____ | _____ |
| Department Chair | Date |
| | 29Feb24 |
| _____ | _____ |
| Dean | Date |
| | 2/29/2024 |
| _____ | _____ |
| Vice President, Instructional Services | Date |
| | 3/4/2024 |
| _____ | _____ |
| Dr. Sunita Cook, President/Superintendent | Date |

| | |
|--|---|
| <p>Subject:</p> <p>Adopt Annual Resolutions Authorizing Designated Agents</p> | <p>Attachments:</p> <ol style="list-style-type: none"> Resolution No.16-23/24 – Designating Authorized Representative to the San Diego County School Fringe Benefits Consortium for Fringe Benefits Programs Resolution No. 17-23/24 – Designating Authorized Representative to San Diego County Schools Risk Management Joint Powers Authority for Workers’ Compensation Property and Liability or Any Other Risk or Plan Authorized by Law |
| <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><u>mcc_mission_statement.pdf (miracosta.edu)</u></p> | <p>Institutional Goal Supported:</p> <p>Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> 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

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

STATUS

These resolutions are routine items adopted annually to maintain a current register of persons authorized to act on behalf of the district.

RECOMMENDATION

Adopt Annual Resolutions Authorizing Designated Agents, as stated above.

RESOLUTION NO. 16-23/24

**RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE
TO THE
SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM
FOR FRINGE BENEFITS PROGRAMS**

On motion of Member (Enter Member Name), seconded by Member (Enter Member Name), the following resolution is adopted:

WHEREAS, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for fringe benefits and desire to combine their respective efforts to establish and maintain Fringe Benefit Programs as authorized by law; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

WHEREAS, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish a plan for health, vision, mental wellness, physical wellness, dental, IRC Section 125, life, long term care, prepaid legal, long-term disability, deferred compensation, voluntary benefits, or any other fringe benefits plan as authorized by law;

WHEREAS, the MiraCosta Community College District is a member of and has executed an Articles of Agreement to the San Diego County Schools Fringe Benefits Consortium requires that the Board of member districts designate and appoint an FBC representative.

NOW THEREFORE BE IT RESOLVED that Charlie Ng, Assistant Superintendent/Vice President is designated as the authorized representative(s) of the Board of Trustees of MiraCosta Community College District or Briana Schaeffer, Human Resources Analyst – Benefits & Leaves or Eva Brown, Interim Human Resources Analyst – Benefits and Leaves as alternate representative(s), and are hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Fringe Benefits agreement.

PASSED AND ADOPTED by the Governing Board of the MiraCosta Community College District at Oceanside, California, on the 16th Day of May 2024, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Governing Board of the MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

Secretary

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 17-23/24

DESIGNATE AUTHORIZED REPRESENTATIVE TO
SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY
FOR WORKERS' COMPENSATION, PROPERTY & LIABILITY OR ANY OTHER RISK OR
PLAN AUTHORIZED BY LAW

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

WHEREAS, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law;

WHEREAS, the MiraCosta Community College District is a member of and has executed an Articles of Agreement to the San Diego County Schools Risk Management Joint Powers Authority (JPA) and the JPA Agreement requires that the Board of member districts designate and appoint a JPA representative.

NOW THEREFORE BE IT RESOLVED that Assistant Superintendent/Vice President of Human Resources Charlie Ng is designated as the authorized representative of the Board of Trustees of the MiraCosta Community College District or Assistant Superintendent/Vice President of Administrative Services Tim Flood as alternate representatives, and is hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Joint Powers Authority Agreement.


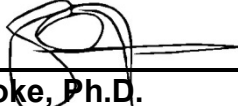
PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 16th day of May 2024 by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA) COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Board of Trustees of MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

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

| | |
|--|---|
| Subject: Ratify Memorandum of Understanding 24-03 between MiraCosta Community College District and Faculty Assembly | Attachment: Memorandum of Understanding 24-03 |
| 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 district began conducting on-going Core Competency Assessments in spring of 2018. There is a need to continue this work during the 2024-2025 academic year. The assessments are required as part of the district’s accreditation standards. Up to thirty-six (36) full-time and part-time faculty will participate in the assessments each semester during the assessment period.

STATUS

The district and the Faculty Assembly have negotiated the terms and conditions of the work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (MOU).

RECOMMENDATION

Ratify Memorandum of Understanding 24-03 between MiraCosta Community College District and Faculty Assembly, as stated.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Faculty Assembly
24-03

This agreement extends MOU 21-07 and modifies the terms of section C.11.0 of the Faculty Assembly 2022-2025 contract to allow for the specific project identified below:

- 1) The district began conducting ongoing Core Competency Assessments in spring 2018. There is a need to continue this work during the 2024-25 academic year.
- 2) The Outcomes and Assessment Committee shall put out a call for participation and appoint up to thirty-six (36) faculty members total to participate in the Core Competency Assessment each semester.
- 3) As part of an assessment team, each faculty member engaging in a Core Competency Assessment shall undertake the following responsibilities:
 - a. Planning and preparation, including selecting and discussing assessment instruments.
 - b. Collaboratively reviewing and norming the relevant VALUE rubric.
 - c. Administering assessments to their students and scoring their respective assessments using the rubric.
 - d. Meeting to discuss the results and collaboratively identifying key findings.
 - e. Contributing to an evaluation of the process and recommendations for future assessments.
- 4) Each full-time faculty member participating in the Core Competency Assessment shall be compensated at their respective non-contractual, non-teaching hourly rate. (C.11.0).
- 5) Each full-time faculty member shall submit an hourly timesheet for the actual hours worked on the project, not to exceed fourteen (14) hours per assessment. All timesheets must be submitted upon the conclusion of the project.



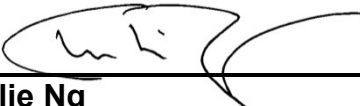

This agreement will become effective upon approval. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.

Mary Gross, MS

Signature _____ Date _____
 Superintendent/President
 MiraCosta Community College District

Signature _____ Date _____
 President
 MCCCCD Faculty Assembly

| | |
|--|---|
| Subject: Ratify Memorandum of Understanding 24-04 between MiraCosta Community College District and Faculty Assembly | Attachment: Memorandum of Understanding 24-04 |
| 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/> Charlie Ng Assistant Superintendent/Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The California Community College Mathematics, Engineering, Science Achievement (MESA) Programs help underserved and underrepresented students majoring in calculus-based STEM (Science, Technology, Engineering and Mathematics) fields who seek to transfer to a four-year institution.

The district was awarded a grant through the Chancellor’s Office to establish a MESA program in FY 2022/23. As part of the program’s requirements, a dedicated, tenured “Faculty Sponsor” from one of the following disciplines: mathematics, engineering, computer science, or physical or biological sciences shall be identified to serve in this role during the 2024/25 academic year.

STATUS

The district and the Faculty Assembly have negotiated the terms and conditions of the work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (MOU).

RECOMMENDATION

Ratify Memorandum of Understanding 24-04 between MiraCosta Community College District and Faculty Assembly, as stated.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Faculty Assembly
24-04

The California Community College Mathematics, Engineering, Science Achievement (MESA) Programs help underserved and underrepresented students majoring in calculus-based STEM (Science, Technology, Engineering and Mathematics) fields who seek to transfer to a four-year institution. The district was awarded a grant through the Chancellor’s Office to establish a MESA program in FY 2022/2023. As part of the program’s requirements, a dedicated, tenured “Faculty Sponsor” from one of the following disciplines: mathematics, engineering, computer science, or physical or biological sciences shall be identified to serve in this role.

- 1) The Vice President of Instruction, in consultation with the Academic Senate President and MESA Program Director, shall identify a tenured faculty member as noted above to serve as the “Faculty Sponsor.”
- 2) The Faculty Sponsor’s role and responsibilities include the following:
 - a. serves as a liaison with other faculty in the fields of mathematics, engineering, and the sciences. In this role, the faculty sponsor is the principal advocate for MESA among the math and science departments at the college.
 - b. conducts outreach and supports recruitment efforts of underrepresented students currently enrolled at the college.
 - c. collaborates with the MESA Program Director to meet the needs of students and participates in field trips, college days, academic competitions, orientations, and other activities requested by MESA Program Director.
 - d. encourages other faculty in the sciences (i.e., biology, physics, chemistry, computer sciences) to participate and support the MESA program.
 - e. supports tutorial assistance, academic advisement, identifying internships, student connections to groups that serve underrepresented students in math, engineering, and sciences (National Society for Black Engineers, Society for the Advancement of Chicanos and Native Americans in Sciences, Society for Hispanic Professional Engineers, and Society for Women Engineers), and other connections to the world of work.
 - f. communicates directly with faculty and other key campus personnel to publicize and the promote program or assists the MESA Program Director in these efforts to do so.
 - g. supports, encourages, and assists the MESA Program Director in strengthening the pipeline/pathway from community college and on to four-year institution MESA partners (e.g. MESA Engineering Programs (MEP), MESA Schools Programs (MSP), California Alliance for Minority Participation (CAMP)).

- h. Collaborates with other faculty and program personnel to provide optimum student support services to students in the MESA Program, including maintaining a regular presence in the MESA Center on campus.

3) The Faculty Sponsor shall receive 6 LHE per semester to conduct this work.


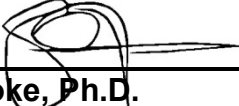
This agreement will become effective upon approval. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.

Mary Gross, MS

Signature Date
Superintendent/President
MiraCosta Community College District

Signature Date
President
MCCCD Faculty Assembly

| | |
|--|--|
| Subject: Ratify Memorandum of Understanding 24-05 between MiraCosta Community College District and Faculty Assembly | Attachment: Memorandum of Understanding 24-05 |
| 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:  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

For summer 2024, the Title V Grant and the Guided Pathways leadership team determined that a need existed to continue the Light the Fire Faculty Institute that will be designed to align with the Title V Hispanic-Serving Institutions (HSI) Grant goals and objectives and with several college-wide initiatives and goals, including becoming a racially-just campus.

STATUS

The district and the Faculty Assembly have negotiated the terms and conditions of the work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (MOU).

RECOMMENDATION

Ratify Memorandum of Understanding 24-05 between MiraCosta Community College District and Faculty Assembly, as stated.



MOU Between the
MiraCosta College Title V Grant and
MiraCosta Community College District—Faculty Assembly
24-05

This MOU modifies the terms of section C.11.0 of the Faculty Assembly 2022-2025 contract to allow for the specific project identified below:

- 1) For the Summer 2024, the Title V Grant and the Guided Pathways leadership team determined that a need existed to continue the Light the Fire Faculty Institute that will be designed to align with the Title V Hispanic-Serving Institutions (HSI) Grant goals and objectives and with several college-wide initiatives and goals, including becoming a racially-just campus.
- 2) The Light the Fire HSI Faculty Institute will be led by MiraCosta Full-Time Faculty, with support and input from the consultant supporting the Title V Grant.
- 3) The purpose of the two-day Light the Fire HSI Faculty Institute is to provide faculty with the tools and confidence to engage in career conversations with students. The focus is on developing culturally responsive, inclusive, and relevant materials that will guide career conversations and equity practices as an HSI institution. Faculty will be given the necessary time, space, and resources to explore innovative pedagogical practices to transform their classroom environments and student engagement by transitioning from traditional methods to dynamic, impactful teaching practices that enhance learning outcomes.
- 4) Through a series of collaborative sessions, faculty will engage with elements of the Guided Pathways framework to make meaningful connections with students and integrate their curriculum with career exploration and work-based learning opportunities. Participants will review and identify elements among the Course Outline of Record, syllabus, lesson plans, course assignments, and/or methods of feedback to students. A series of interactive workshops and discussions will cover pedagogical enhancement and practical applications in and outside the classroom. Participants will share best practices, learn from peer experiences, and experiment with new teaching techniques in a supportive environment.
- 5) By the end of the institute, faculty will have developed a toolkit of strategies and ideas ready to be implemented in their course(s), aiming to significantly enhance student engagement, and learning outcomes in the context of careers and/or transferrable work skills. A Google form will be created where participants will submit detailed plans for implementing changes for the student experience in their class(es). Submission is a required element for completing the work and receiving the stipend.

- 6) The Title V Team and Guided Pathways Team will put out a call for faculty interested in participating in summer 2024. The Contextualized Teaching Coordinator and the Title V Grant Career Lead will select faculty participants from a broad range of disciplines and departments of the college. The total number of faculty participants shall not exceed forty (40) faculty members. Each faculty participant will make a commitment to attend the two full days of the institute.
- 7) Each faculty member participating in the Light the Fire HSI Faculty Institute shall receive a stipend of \$1,200 upon the conclusion of the institute and submission of a detailed plan. This stipend will provide compensation for the faculty member's participation and work during the two-day Light the Fire HSI Faculty Institute.
- 8) The Contextualized Teaching Coordinator will be responsible for the design, instruction, facilitation, and project management of the Light the Fire HSI Faculty Institute. During the spring 2024 semester, the hours for planning, coordinating, organizing, advertising, and recruiting are drawn from their reassigned time as Contextualized Teaching Coordinator. During the summer session, the hours required and requested under the Guided Pathways funding source will be approximately 8 hours for final preparations and 16 hours for executing the two-day institute. The facilitator will receive a stipend of \$1,800 upon the conclusion of the institute.
- 9) Faculty and the Contextualized Teaching Coordinator will be compensated upon written confirmation by the VPIS to the Payroll Manager after the conclusion of the institute and completion of deliverables. The written communication shall be sent by June 30, 2024.


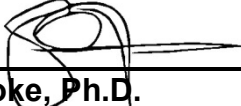
This agreement will become effective upon approval. It shall expire on June 30, 2024.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

 Signature
 Superintendent/President
 MiraCosta Community College District

 Signature
 President
 MCCCCD Faculty Assembly

| | |
|--|--|
| Subject: Ratify Memorandum of Understanding 24-06 between MiraCosta Community College District and MCCAFAF | Attachment: Memorandum of Understanding 24-06 |
| 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:  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

For summer 2024, the Title V Grant and the Guided Pathways leadership team determined that a need existed to continue the Light the Fire Faculty Institute that will be designed to align with the Title V Hispanic-Serving Institutions (HSI) Grant goals and objectives and with several college-wide initiatives and goals, including becoming a racially-just campus.

STATUS

The district and the MCCAFAF have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (MOU).

RECOMMENDATION

Ratify Memorandum of Understanding 24-06 between MiraCosta Community College District and MCCAFAF, as stated.



MOU Between the
MiraCosta College Title V Grant and
MiraCosta Community College District—Associate Faculty
24-06

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAFA") (hereinafter collectively referred to as the "Parties") and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to allow for the specific project identified below:

- 1) For the Summer 2024, the Title V Grant and the Guided Pathways leadership team determined that a need existed to continue the Light the Fire Faculty Institute that will be designed to align with the Title V Hispanic-Serving Institutions (HSI) Grant goals and objectives and with several college-wide initiatives and goals, including becoming a racially-just campus.
- 2) The Light the Fire HSI Faculty Institute will be led by MiraCosta Full-Time Faculty, with support and input from the consultant supporting the Title V Grant.
- 3) The purpose of the two-day Light the Fire HSI Faculty Institute is to provide faculty with the tools and confidence to engage in career conversations with students. The focus is on developing culturally responsive, inclusive, and relevant materials that will guide career conversations and equity practices as an HSI institution. Faculty will be given the necessary time, space, and resources to explore innovative pedagogical practices to transform their classroom environments and student engagement by transitioning from traditional methods to dynamic, impactful teaching practices that enhance learning outcomes.
- 4) Through a series of collaborative sessions, faculty will engage with elements of the Guided Pathways framework to make meaningful connections with students and integrate their curriculum with career exploration and work-based learning opportunities. Participants will review and identify elements among the Course Outline of Record, syllabus, lesson plans, course assignments, and/or methods of feedback methods to students. A series of interactive workshops and discussions will cover pedagogical enhancement and practical applications in and outside the classroom. Participants will share best practices, learn from peer experiences, and experiment with new teaching techniques in a supportive environment.
- 5) By the end of the institute, faculty will have developed a toolkit of strategies and ideas ready to be implemented in their course(s), aiming to significantly enhance student engagement and learning outcomes in the context of careers and/or transferrable work skills. A Google form will be created where participants will submit detailed plans for implementing changes

for the student experience in their class(es). Submission is a required element for completing the work and receiving the stipend.

- 6) The Title V Team and Guided Pathways Team will put out a call for faculty interested in participating in summer 2024. The Contextualized Teaching Coordinator and the Title V Grant Career Lead will select faculty participants from a broad range of disciplines and departments of the college. The total number of faculty participants shall not exceed forty (40) faculty members. Each faculty participant will make a commitment to attend the two full days of the institute.
- 7) Each faculty member participating in the Light the Fire HSI Faculty Institute shall receive a stipend of \$1,200 upon the conclusion of the institute and submission of a detailed plan. This stipend will provide compensation for the faculty member's participation and work during the two-day Light the Fire HSI Faculty Institute.
- 8) The Contextualized Teaching Coordinator will be responsible for the design, instruction, facilitation, and project management of the Light the Fire HSI Faculty Institute. During the spring 2024 semester, the hours for planning, coordinating, organizing, advertising, and recruiting are drawn from their reassigned time as Contextualized Teaching Coordinator. During the summer session, the hours required and requested under the Guided Pathways funding source will be approximately 8 hours for final preparations and 16 hours for executing the two-day institute. The facilitator will receive a stipend of \$1,800 upon the conclusion of the institute.
- 9) Faculty and the Contextualized Teaching Coordinator will be compensated upon written confirmation by the VPIS to the Payroll Manager after the conclusion of the institute and completion of deliverables. The written communication shall be sent by June 30, 2024.


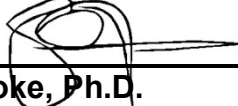
This agreement will become effective upon approval. It shall expire on June 30, 2024.

Sunita V. Cooke, Ph.D.

Krista Warren

Signature Date
Superintendent/President
MiraCosta Community College District

Signature Date
President
Associate Faculty

| | |
|---|---|
| Subject: Approve Puente Project Agreement | Attachment: Puente Project Agreement |
| 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 <input checked="" type="checkbox"/> Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4 |
| Recommended:  Charlie Ng Assistant Superintendent/Vice President, Human Resources | Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

Established in 1981, the California Community College Puente Projects is a statewide program that provides academic counseling and mentoring support services for students transferring to four-year institutions. The California Community College Puente Project is co-sponsored by the California Community Colleges and the University of California. MiraCosta has an existing contract agreement with the statewide program.

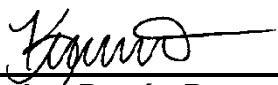

In January 2024, the statewide Puente Project reached out to request faculty member Maria Figueroa serve at the statewide program for two years beginning August 1. She has served as MiraCosta College’s PUENTE Program Co-Coordinator from 2012-2015, and is currently serving as the Letters Department Chair. She will remain a MiraCosta employee, remaining on payroll with continued compensation and benefits; Maria Figueroa will provide services to The Regents of the University of California on a 100 percent-time basis.

STATUS

Staff researched legal and district requirements and drafted a contract with the Statewide Puente Project to engage in an agreement for her release.

RECOMMENDATION

Approve Puente Project Agreement, as stated.

| | |
|--|--|
| Subject: Approve 2024/25 Material Fees List | Attachment: 2024/25 Material Fees List |
| 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: <input checked="" type="checkbox"/> Goal 1 Goal 2 Goal 3 Goal 4 |
| Recommended:  _____ Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

In accordance with Education Code §76365, Title 5 §59400, students may be required to provide instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and such materials are not solely or exclusively available from the district.

Each academic year, the Office of Instruction creates a list of Instructional Material Fees and submits the list to the Courses and Program Committee for review. Once approved by the Courses and Programs Committee, it is forwarded to the Academic Senate for approval.

STATUS

The attached 2024/25 Instructional Material Fees list for fiscal year 2024/25 has slight modifications from the previous year to reflect the cost of inflation. In addition, one art class was removed, as the course was archived in the curriculum review process. Three drama courses were added to the list, along with some increases to current material fees for drama courses already on the list, and finally some adjustments to nursing materials fees, as the Nursing Department transitions to a different vendor. In the long run, nursing students will actually save money on fees. On February 22, 2024, the list was reviewed and approved by the Courses and Programs Committee. The Academic Senate approved the list on April 19, 2024.

RECOMMENDATION

Approve the attached 2024/25 Instructional Material Fees list.

**Instructional Material Fees
FY 2024/25**

Reviewed at February 22, 2024 CPC meeting.

| Subject | Course # | Title | Status | Material Fee | Description |
|---------|----------|---------------------------------------|---------|--------------|---|
| ART | 103 | 3D Design | CURRENT | 35.00 | The fee is used to purchase: - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives. |
| ART | 201 | Objects and Ideas in Contemporary Art | CURRENT | 35.00 | The fee is used to purchase materials for three dimensional art assignments. For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.). Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics and spray adhesives. |
| ART | 216 | Sculpture | CURRENT | 35.00 | The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal |

**Instructional Material Fees
FY 2024/25**

Reviewed at February 22, 2024 CPC meeting.

| Subject | Course # | Title | Status | Material Fee | Description |
|---------|----------|--------------------------------------|---------|--------------|--|
| ART | 217 | Figure Sculpture I | CURRENT | 35.00 | The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc. |
| ART | 219 | Figure Sculpture II | CURRENT | 38.00 | Ceramic clay (50lbs), \$20; Acrylic paint, \$10; Hot glue sticks, \$8. |
| ART | 223 | Woodworking and Furniture Design I | CURRENT | 60.00 | The fee is used to purchase: - rev. per AO 2/13/09 - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc. |
| ART | 224 | Woodworking and Furniture Design II | CURRENT | 65.00 | Hardwood, \$40; softwoods, \$20; paints, screw, and adhesives, \$5. |
| ART | 225 | Ceramics I | CURRENT | 40.00 | The fee is used to purchase: - Ceramic tools Clay body High and low fire decorative materials |
| ART | 226 | Ceramics II | CURRENT | 40.00 | Ceramic tools, \$25; Clay, \$10; decoration materials, \$5. |
| ART | 227 | Ceramics III | CURRENT | 40.00 | Ceramic tools, \$25; Clay, \$10; decoration materials, \$5. |
| ART | 228 | Ceramics IV | CURRENT | 40.00 | Clay, \$25, decorative tools and materials, \$10, safety equipment, \$5 |
| ART | 229 | Woodworking and Furniture Design III | CURRENT | 60.00 | Wood, \$60 |

**Instructional Material Fees
FY 2024/25**

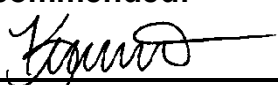

Reviewed at February 22, 2024 CPC meeting.

| Subject | Course # | Title | Status | Material Fee | Description |
|---------|----------|---|---------|--------------|---|
| ART | 239 | Woodworking and Furniture Design IV | CURRENT | 60.00 | Wood, \$45, fasteners and adhesives, \$10, decorative materials, \$5 |
| ART | 245 | Digital Art and Media | CURRENT | 20.00 | Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware. |
| ART | 253 | Applied Digital Photography | CURRENT | 40.00 | Fee covers ink and paper to create archival photographic prints on large-format inkjet printers. |
| BTEC | 110 | Basic Techniques in Biotechnology | FUTURE | 30.00 | Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments. |
| BTEC | 110H | Basic Techniques in Biotechnology (Honors) | FUTURE | 30.00 | Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments. |
| DRAM | 107 | Introduction to Design for Performance | CURRENT | 45.00 | Basic drawing and painting kit - sketchbook, drawing pencils, acrylic paints, brushes (\$15); Drafting kit - architectural scale ruler, t-square, vellum, math set (\$12); Model making supplies - balsa wood sticks matte board, hobby knife, cutting mat, metal ruler (\$18). |
| DRAM | 232 | Movement for the Stage | CURRENT | 20.00 | Fee covers: 1 neutral mask, \$5, 1 neutral costume/shirt, \$10, and fabrics, feathers, balloons, streamers, \$4.50. |
| DRAM | 141 | Lighting Design for Theatre, Television, and Film | CURRENT | 25.00 | Rosco gel swatch book (\$11); 6" adjustable c-wrench (\$5); Tool lanyard (\$9). |

**Instructional Material Fees
FY 2024/25**

Reviewed at February 22, 2024 CPC meeting.

| Subject | Course # | Title | Status | Material Fee | Description |
|---------|----------|--|---------|--------------|--|
| DRAM | 146 | Costume Design for Theatre, Television, and Film | CURRENT | 30.00 | Basic sewing kit of needle, thread, scissors, pins, thimble, needle threader, pin cushion (\$12); 2"x18" clear ruler (\$10); Cotton fabrics for one construction project: a small drawstring bag, approximately 14"x14" (\$8). |
| DRAM | 253 | Makeup for Theatre, Television, and Film | CURRENT | 85.00 | Ben Nye Makeup Kits (\$78); Makeup cleaner/remover, replacement colors (\$7). |
| DRAM | 256 | Stagecraft for Theatre, Television, and Film | CURRENT | 50.00 | Pine 1x3 and MDF lumber, glue and staples (\$23); Safety glasses and ear plugs (\$16); Paints and brushes (\$11). |
| NURS | 170 | Licensed Vocational Nursing I | CURRENT | \$113.48 | The fee pays for 100% of the total cost (\$113.48) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks. The kit is purchased from Medical Shipment.com, who sells MiraCosta the kits for a bundle price at a bulk discount. |
| NURS | 180 | Fundamentals of Nursing | CURRENT | 1246.00 | Lippincott Full Curriculum Partnership/NurseThink - 1st semester cost (\$1246) |
| NURS | 182 | Maternal-Child Nursing | FUTURE | 549.00 | Lippincott Full Curriculum Partnership/NurseThink - 2nd semester cost (\$549) |
| NURS | 280 | Transition for LVN to RN | CURRENT | 1151.00 | Lippincott Full Curriculum Partnership/NurseThink - 1st semester cost (\$1151) |
| NURS | 281 | Medical Surgical Nursing III | CURRENT | 667.00 | ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies. |
| NURS | 283 | Medical Surgical Nursing IV | CURRENT | 667.00 | ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies. |

| | |
|--|--|
| Subject: Approve Curriculum, Part III for 2024-2025 Catalog | Attachment: 2024/25 Approved Courses and Programs for Board, Part III |
| 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: <input checked="" type="checkbox"/> Goal 1 Goal 2 Goal 3 Goal 4 |
| Recommended:  _____ Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services | Approved for Consideration:  _____ 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 on April 25, 2024, and reviewed two registered nursing degrees, which are affected by the new local general education (GE) plan that was updated due to changes in Title 5. The new local GE plan was reviewed by the board at their April 18 meeting and will come before the board for final approval at the May 16 meeting. In addition, PHAR 201 was sent through with major modifications to increase its units from two to three, and the content updated to meet our new local GE Area 2. This helps lower the total unit requirements for the registered nursing degrees, which already have a high unit requirement for graduation.

STATUS

The modification of two associate in science degrees and one credit course modification.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2024-2025 Catalog.

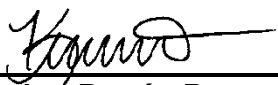

2024/25 Curriculum Approvals

Effective: August 2024

Part II

| I. Credit Course Level | | | | | | |
|---|---------|----------|----------------------|--|-------|---------------|
| B. Modified Courses | | | | | | |
| Department | Subject | Course # | Additional Approvals | Course Title | Units | Date Approved |
| NAAH | PHAR | 201 | O/GE | Pharmacology Essentials for Nursing Practice | 3 | 4/25/2024 |
| | | | | | | |
| Total Credit Course Modifications: 1 | | | | | | |

| II. Certificate and Degree Level | | | | | | |
|---|---------|------------------|-------------|---|----------------|---------------|
| B. Modified Degrees and Certificates | | | | | | |
| Department | Subject | Certificate Type | Degree Type | Certificate/Degree Title | Required Units | Date Approved |
| NAAH | NURS | | AS | Registered Nursing: Track I: Generic ADN | 71.5-72.5 | 4/25/2024 |
| NAAH | NURS | | AS | Registered Nursing: Track II: LVN-to-RN (ADN) | 56.5-57.5 | 4/25/2024 |
| | | | | | | |
| Total Modified Degrees and Certificates: 2 | | | | | | |

| | |
|---|---|
| Subject: Approve Updated Course Agreement with Cathedral Catholic High School for the Summer 2024 Dual Enrollment Program | Attachment: Exhibit A Course Agreement Summer 2024 |
| 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: <input checked="" type="checkbox"/> Goal 1 Goal 2 Goal 3 Goal 4 |
| Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

During the 2016/17 year, Cathedral Catholic High School (CCHS) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CCHS students to enroll in MiraCosta College classes at CCHS during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. Instructional Services Division worked with leaders from CCHS to identify courses to be offered during the summer 2024 term and that agreement is reflected in the courses proposed here. As with previous agreements, the seats in dual enrollment courses will be limited to CCHS students only.

STATUS

A memorandum of understanding was approved in August 2017 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect, but is focused on responsibilities and general items. The individual courses and fees agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses and fees may be updated separately from the MOU.

RECOMMENDATION

Approve the new Exhibit A Course Agreement with Cathedral Catholic High School to offer dual enrollment classes through MiraCosta College during summer 2024.

SUMMER 2024: EXHIBIT A COURSE AGREEMENT

Between

MIRACOSTA COMMUNITY COLLEGE DISTRICT and CATHEDRAL CATHOLIC HIGH SCHOOL

This Course Agreement is being executed between MiraCosta Community College District (MCCCD) and Cathedral Catholic High School (“CCHS”) as Exhibit A to the *Agreement Regarding College Courses Between Cathedral Catholic and MiraCosta Community College District (Agreement Regarding Educational Courses)*, the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Agreement Regarding Educational Courses*, the *Agreement Regarding Educational Courses* shall take precedent. This *Course Agreement* is entered into between MiraCosta Community College District and Cathedral Catholic High School as of the date set forth below.

Date of this Course Agreement: June 2024-August 2024

College Courses: MCCCD shall offer the following approved educational courses:
Summer 2024 (June 10 – August 2)

| Course | Max # of Students per Section | # of Sections | Course LHE | Total LHE (# of Sections x Course LHE) | Required Contact Hours per Section | Total LHE Cost (1 LHE = \$2,673) | Schedule |
|--|-------------------------------|---------------|------------|--|------------------------------------|----------------------------------|----------|
| SPAN 102 | 30 | 3 | 5 | 15 | 80-90 | \$40,095 | Online |
| Instruction Cost | | | | | | \$40,095 | |
| Admissions & Records Enrollment Support Cost | | | | | | \$2,005 | |
| TOTAL COST (Instruction + A&R Enrollment Support) | | | | | | \$42,100 | |

+ Please note, enrollment restrictions may exist if students choose to take a lower-level course to meet college/university major requirements.

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

- a. Jeffrey McMurtry, Dean of Academics
Cathedral Catholic High School
5555 Del Mar Heights Road
San Diego, CA 92130
- b. Kristina Denée Pescarmona, Vice President of Instructional Services
MiraCosta Community College District
1 Barnard Drive
Oceanside, CA 92056

CATHEDRAL CATHOLIC HIGH SCHOOL

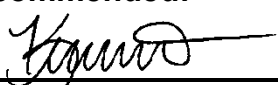

APPROVED BY: _____
Dr. Kevin Calkins, President

Date: ____ / ____ /20 ____

MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____
Dr. Sunita Cooke, Superintendent/President

Date: ____ / ____ /20 ____

| | |
|--|---|
| Subject: Approve Summer 2024 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program | Attachment: Summer 2024 Program Components for OUSD CCAP |
| 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: <input checked="" type="checkbox"/> Goal 1 Goal 2 Goal 3 Goal 4 |
| Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in counseling, communications, and mathematics. Those CCAP courses proved successful, and OUSD, and MiraCosta College continued the CCAP partnership. Additional transfer and Career Education pathways have been developed for OUSD students. The attached Summer 2024 Program Components for OUSD CCAP represents the currently agreed upon course offerings for the summer 2024 academic term.

STATUS

A memorandum of understanding (MOU) was approved in August 2017 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect, but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Annual Program Components Agreement so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the *Summer 2024 Program Components* for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during summer 2024.

**APPENDIX
OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP
SUMMER 2024 PROGRAM COMPONENTS**

Courses of Instruction: MCCD will schedule classes each semester at OUSD high schools to prepare students for college success. To provide flexibility for students, dual enrollment courses will be offered online in summer 2024. Students from El Camino, Oceanside, and Surfside high schools will be eligible to enroll in the course offerings listed below.

Estimated Number of Students to be Served: 65

Total Sections: 3

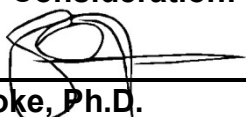
| Summer 2024 Course Offerings | | | | | | | | |
|------------------------------|-------------|-----------|-------|--------|--------|---------|--------------------|-------------------------------|
| Location | Course Name | Catalog # | Units | Days | Time | Faculty | Employer of Record | Student Contact Hours (Range) |
| <i>Online*</i> | MUS | 114 | 3.0 | Online | Asynch | Staff | MCCD | 48-54 |
| <i>Online*</i> | GEOG | 101 | 3.0 | Online | Asynch | Staff | MCCD | 48-54 |
| <i>Online*</i> | GEOG | 101L | 1.0 | Online | Asynch | Staff | MCCD | 16-18 |

*If the **Days** column says *Online*, that means instruction is fully asynchronous, with no designated meeting time.

| |
|---|
| <p>Criteria used to select courses in a dual enrollment program:</p> <ul style="list-style-type: none"> • Applicability of course towards post-secondary educational goals (major and general education) • Transferability to the University of California and California State University systems • Applicability of skills in the high school environment as well as in post-secondary education • Completion of coursework in a Career Education pathway, leading to in-demand workforce skills attainment and gainful employment. |
|---|

Books and Instructional Materials – The total cost of books and instructional materials for OUSD students participating as part of this CCAP Agreement will be borne by OUSD.

| Course | Books and Instructional Materials | Cost per Title |
|---------------|---|----------------|
| MUS 114 | What's the Sound? An Introduction to Rock and Roll History Author: John Covach and Andrew Flory Edition: 5th Edition, 2018 | \$78.75 |
| GEOG 101/101L | Mastering Geography with Pearson eText for McKnight's Physical Geography: A Landscape Appreciation: Author: Darrel Hess, Redina Finch, and Dennis G. Tasa Edition: 13 th Edition, 2021 | \$133.49 |

| | |
|---|--|
| Subject: Approve Emeritus Status for Full-Time and Associate Faculty Members | 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 |
| | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

Each year, the superintendent/president presents to the Academic Senate the names of retiring faculty who meet the qualifications for emeritus status.

STATUS

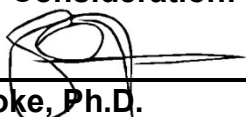
At the Academic Senate meeting on May 3, 2024, the following full-time faculty retiree and four associate faculty retirees were recommended for emeritus status:

- Full-time Faculty:**
- Sue Simpson 20.3 years

- Associate Faculty:**
- Carr, Frederica 56 terms
- Chirra, Joseph 45 terms
- Ferreirae, Kerry 45 terms
- Freedman, Andrew 30 terms

RECOMMENDATION

Approve emeritus status for full-time and associate faculty retirees as stated.

| | |
|--|--|
| Subject: Approve Emeritus Status for Classified Administrator | 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 |
| | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

Each year, the superintendent/president presents to the Administrators Committee the names of retiring classified administrators who meet the qualifications for emeritus status.

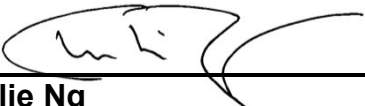

STATUS

At the Administrators Committee meeting on May 2, 2024, the following classified administrator was recommended for emeritus status:

Linda Kurokawa 16.9 years of service

RECOMMENDATION

Approve emeritus status for classified administrator retiree as stated.

| | |
|---|---|
| Subject: Approve Gold Circle Membership for Retired Classified Employees | 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 Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

In accordance with J.2.0 Gold Circle Club of the Classified Senate Employee Manual, the names of those retirees who meet the qualifications for Gold Circle Club membership shall be forwarded to the board of trustees for approval.

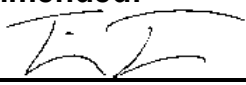

STATUS

Gold Circle Club membership is granted to retired or retiring classified employees of the college who are at least 50 years of age and have been employees of the district for at least ten years. Gold Circle Club members will receive appropriate recognition, including a certificate of membership and appreciation and may be granted other benefits, including an email account, access to the library, discounts on computer purchases through Academic Information Services, a one-time supply of retiree business cards, if desired, and four tickets per year to athletic, performing arts, or scholarly functions.

- Mia Scavone 23.7 years of service
- Dana Ledet 31.2 years of service
- Doris Sexton 20.2 years of service
- Stacy Ingham 18.4 years of service
- Tracy Gibson 32.1 years of service
- Leo Baniqued 13.4 years of service
- Lois Templin 12.2 years of service
- Abdy Afzali 32.0 years of service

RECOMMENDATION

Approve Gold Circle Club Membership for retired classified employees, as stated above.

| | |
|---|---|
| Subject: Adopt Resolution No. 18-23/24: Education Protection Account | Attachment: Resolution No. 18-23/24: Education Protection Account |
| 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

Proposition 55, the California Children’s Education and Health Care Protection Act of 2016 is an extension of Proposition 30 (expired on December 31, 2018), extending the personal income tax increase from January 1, 2019, through December 31, 2030, for upper-income earners (over \$250,000 for single filers; over \$500,000 for joint filers; over \$340,000 for heads of households), but did not extend the sales and use tax, which expired on January 1, 2017. The Education Protection Account (EPA) is created in the general fund to receive and disburse these temporary tax revenues.

STATUS

Districts have sole authority to determine how the moneys received from the EPA are spent, provided a governing board adopts a plan to expend EPA funds in open session of a public meeting of the board of trustees.

RECOMMENDATION

Adopt Resolution No. 18-23/24: Education Protection Account, establishing a plan to expend estimated EPA funds in the unrestricted general fund in accordance with guidelines issued by the chancellor’s office.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 18-23/24
EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, the voters approved Proposition 55 on November 8, 2016, that extended the Education Protection Account through 2030 with no changes to reporting requirements;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30 of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools, and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet Website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts, and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have

been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Board of Trustees of the MiraCosta Community College District;
2. In compliance with Article XIII, §36(e), with the California Constitution, the Board of Trustees of the MiraCosta Community College District has determined to spend the monies received from the Education Protection Act as attached.

DATED, SIGNED AND APPROVED this 16th day of May 2024.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Rick Cassar
President, Board of Trustees

Attest:

By: _____
Sunita V. Cooke, Ph.D.
Secretary, Board of Trustees

STATE OF CALIFORNIA)
)ss
SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 18-23/24, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 16th day of May 2024, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

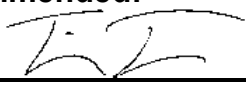

ABSTENTIONS:

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

For Year: 2024-25 Estimate

District ID: 54 Name: MiraCosta Community College

| Classification | Account Code | Unrestricted | | | |
|--|--------------|--|-------------------------------------|--------------------------|---------|
| EPA Proceeds: | 863100 | 920,500 | | | |
| Classification | Program Code | Salaries and Benefits (1XXXXX - 3XXXXX) | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Total |
| Instructional Activities | 0100-5999 | 920,500 | | | 920,500 |
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| Total Expenditures for EPA* | | 920,500 | 0 | 0 | 920,500 |
| Revenues less Expenditures | | | | | 0 |
| *Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs. | | | | | |

| | |
|--|---|
| Subject: Approve Increase to Annual United States Postal Services Usage | 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/> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The district maintains a prepaid bulk mailing account with the United States Postal Service (USPS) for ongoing expenses related to mailing mass communications to students, employees, and the public at large for various events and information related to college and community business.

STATUS



Pursuant to AP6340, all contracts valued more than the current public contract code formal bid level must be presented to the board for prior approval. Since the amount needed for fiscal year 2024 exceeds the bid level, this transaction is being presented to the board for approval.

Board Agenda Item No. VIII.W was approved at the June 22, 2023, board meeting, which authorized the expenditure of \$258,000. Due to an increase in mailings and postage fees, additional funds are needed to maintain postage services through the end of the fiscal year. District staff have determined that an increase of \$48,000, for a total purchase order amount of \$306,000, is needed to continue mailing services for the current fiscal year.

Funds have been identified within the Purchasing and Material Management operating funds for \$20,000 and the Community Education and Workforce Development funds for \$28,000.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the increase to the prepaid bulk mailing services fund in the amount of \$48,000 for a total purchase order amount of \$306,000.

| | |
|--|---|
| Subject: Approve Purchases with Community College Library Consortium for FY2024/25 | 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/> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

Annually, the Library purchases access to a variety of digital resources across the curriculum e.g., electronic periodical databases, streaming media, and virtual reference sources, as well as one-time purchases of electronic content in the form of eBooks for the use of students enrolled in on-ground, hybrid, and online classes. These resources, used for research and course assignments, are available at all four district sites. Currently enrolled MiraCosta College students and employees may also access these resources remotely.

STATUS

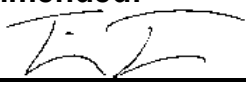

California Education Code 81651 states that the governing board of any community college district may purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the district without taking estimates or advertising for bids.

Purchases will be executed on an as-needed basis over the period of July 1, 2024, through June 30, 2025, and is expected to cost approximately \$320,000. This purchase is made through the Community College Library Consortium, an electronic information resources cooperative purchasing program that is a joint endeavor of the Council of Chief Librarians and the Community College League of California.

State of California lottery library materials funds will be used for these purchases.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of electronic content from the Community College League of California Library Consortium at a not to exceed amount of \$320,000.

| | | | | | |
|---|---|-------------|--------------|-------------|--------|
| Subject: Award Contract for Bid #C11-24 OC Library Roof Replacement | Attachment: Bid Documents Bid Summary | | | | |
| Category: Consent Items | Type of Board Consideration: <table border="0"> <tr> <td>Information</td> <td style="text-align: center;">✓ Consent</td> <td>Action</td> </tr> </table> | Information | ✓ Consent | Action | |
| Information | ✓ Consent | Action | | | |
| Institutional Goals: mcc_mission_statement.pdf (miracosta.edu) | Institutional Goal Supported: <table border="0"> <tr> <td>Goal 1</td> <td>Goal 2</td> <td style="text-align: center;">✓ Goal 3</td> <td>Goal 4</td> </tr> </table> | Goal 1 | Goal 2 | ✓ Goal 3 | Goal 4 |
| 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

The final project to the Oceanside Campus Learning Commons Building 1200 at the Oceanside Campus consists of installing a bituminous membrane roofing overlay. The district received bids for this replacement as the last portion of the Learning Commons project.

STATUS

Bid #C11-224, OC Library Roof Replacement, was issued by the Purchasing Department and advertised in the San Diego Union-Tribune on March 28, 2024. The bid documents were made available and sent out to 49 vendors through the district’s PlanetBids bid management portal system with a C39 (Roofing) license. Five contractors attended the mandatory pre-bid job walk on April 4, 2024. Five contractors submitted an electronic proposal via PlanetBids by the deadline of April 18, 2024, with one contractor deemed non-responsive.

| Vendor Name | Amount |
|---|-----------|
| A Good Roofer, Inc. | \$572,652 |
| Commercial & Industrial Roofing | \$659,470 |
| Danny Letner Inc., dba Letner Roofing Company | \$809,500 |
| Roof Construction | \$815,435 |

The contract award is based on the lowest-priced, responsive bid proposal. A Good Roofer, Inc., located in Lakeside, California, was the lowest responsive and responsible bidder with a base bid amount of \$572,652. Funding is budgeted within the district’s state-scheduled maintenance funds. The facilities and purchasing staff recommend that the board delegate its authority to the vice president of administrative services to award and execute a construction contract for the project to the lowest, responsive, and responsible bidder for \$572,652.

RECOMMENDATION

Given the foregoing, district staff recommends that the board approve the following:

- Authorize the assistant superintendent/vice president, administrative services to award and execute a construction contract with the lowest, responsive, and responsible bidder for the OC Library Roof Replacement project for \$572,652.
- Authorize the director of purchasing and material management to proceed with the award of Bid #C11-24 OC Library Roof Replacement Project to A Good Roofer, Inc.

| | |
|--|--|
| Subject: Approve Renewal of PlanetBids Management Program | Attachment: PlanetBids Renewal Addendum 1 |
| Category: Consent Items | 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> |
| Recommended: <div style="text-align: center; margin-top: 10px;"> <hr style="width: 100%;"/> </div> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration: <div style="text-align: center; margin-top: 10px;"> <hr style="width: 100%;"/> </div> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

In December 2020, as part of the pandemic response, the purchasing department implemented PlanetBids, a web-based bid, vendor, and prequalification online management program currently serving over 200 California public agencies. PlanetBids provides the district and its bond management team broader engagement with vendors and contractors registered with PlanetBids. It provides a platform for the prequalification of contractors and electronic bid submission. PlanetBids assists the district in engaging with almost 2,000 vendors registered on the district’s PlanetBids vendor portal. The bidding platform has allowed the district to have effective vendor outreach initiatives and has increased its bid participation.

STATUS

California Public Contract Code section 20652 allows a community college district to acquire equipment, materials, and/or supplies, by utilizing an existing contract from another public entity without further competitive bidding. The Foundation for California Community Colleges (FCCC) of Sacramento is a public agency as defined in Government Code section 20057 (b). Utilization of FCCC agreements under the same price and the same terms and conditions will prove beneficial to the district for the purpose of achieving added price savings through volume discounting.

District staff has determined that purchases made from utilizing the FCCC Agreement #00005699 with PlanetBids for the purchase of its subscription to PlanetBids bid, vendor, and prequalification management modules. To continue the increased participation in bidding and contracting, the purchasing department has determined the need to renew with PlanetBids for a five-year term of July 1, 2024 – June 30, 2029, which include a discounted three (3) percent annual fee, for a total contract value of \$180,907.67:

| Term | Cost |
|------------------------------|---------------------|
| July 1, 2024 - June 30, 2025 | \$34,074.79 |
| July 1, 2025 - June 30, 2026 | \$35,097.03 |
| July 1, 2025 - June 30, 2026 | \$36,149.94 |
| July 1, 2026 - June 30, 2027 | \$37,234.44 |
| July 1, 2028 - June 30, 2029 | \$38,351.47 |
| Total Contract Value | \$180,907.67 |

Funds will be coming from the administrative services unrestricted fund.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed to use the FCCC's Agreement #00005699 to renew its PlanetBids bid, vendor, and prequalification management modules for a total contract value of \$180,907.67.



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**Addendum No.1
PB System™ - Administrative Services Agreement**

For

Foundation for California Community Colleges (Agreement No. 00005699)

This Addendum is dated and in full effect as of **June 30, 2023**.

1. Standard Provisions.

WHEREAS, PlanetBids, LLC (F.K.A. Planet Bids, Inc.) and Foundation for California Community Colleges, a California 501(c)(3) nonprofit organization entered into a certain agreement entitled **Administrative Services Agreement No. 00005699** ("Agreement") on **March 2, 2022** (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement in certain respects as set forth herein.

NOW, THEREFORE, under the PB System™ Support Services Agreement and any previous amendments thereto (referred to herein as "Agreement") between **PlanetBids, LLC (PlanetBids)** and the **MiraCosta Community College District** (referred herein as "Customer"). PlanetBids and Customer shall remain bound to the terms of the Agreement, except to the extent the terms of this Addendum conflict with the Agreement or a previous amendment, in which case this Addendum shall supersede. Nothing in this Addendum relieves PlanetBids of its obligation to perform as required by the Agreement or any previous amendment or Purchase Order unless expressly stated herein., the parties agree as follows:

2. Agreement Addition. Term annual renewal date: **June 30th**

3. Initial Term. This addendum shall have an initial term of 3 years (the "Initial Term") commencing on the Effective Date **June 30th, 2023**.

4. Service Renewal Term. At the end of the Initial Term or any Renewal Term (as hereinafter defined), this Agreement **may** extend for additional **2-year** periods (each a "Renewal Term"). If activated, this contract extension provision will continue to extend the Agreement period by **two (2)** additional years at the end of the Initial Term and each Renewal Term. Customer's extension of the Agreement for a Renewal Term shall be deemed activated upon PlanetBids acceptance of any of the following prior to the end of the Initial Term or then-current Renewal Term: 1) PlanetBids accepts a renewal letter, electronically or hard copy, from Customer; 2) PlanetBids accepts a Purchase Order for payment of the Service for Renewal Term from Customer; 3) PlanetBids accepts payment from Customer for Renewal Term of the Service; or 4) Customer is knowingly and actively using the Services. In the event the Agreement is extended:

- A) PlanetBids will extend all software licenses in relation to the Services
- B) PlanetBids will maintain all Customer data in relation to the Services
- C) PlanetBids will extend all User codes in relation to the Services
- D) PlanetBids will carry forward all vendor data into new Services term
- E) PlanetBids will invoice Customer and Customer agrees to pay invoice per the terms of this Agreement/Amendment/Addendum.

5. Fees & Payments.

a. Support Fees. Customer agrees to pay PlanetBids a total of **\$ 34,074.79** for Year 1 as outlines in Table (A) below. The fee(s) for each of term year are as outlined in Table (A) below and are payable in advance within 30 days of the first day of each such year:

- 1) Service Fee Payment.** Customer agrees to pay for using the Services modules, a service fee of **\$34,074.79** for Year 1 of this Agreement and each of the following years as outlined in Table (A). A discounted **three percent (3%)** annual fee increase applies to each of the following years.

Addendum 1

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Table (A)

| PB System™ MODULES | License | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------------------------|--------------|---------------------|---------------------|---------------------|----------------------------------|----------------------------------|
| | Amount | 7/1/2024-6/30/2025 | 7/1/2025-6/30/2026 | 6/30/2026-7/1/2027 | 6/30/2027-7/1/2028 (optional) | 6/30/2028-7/1/2029 (optional) |
| Vendor Management & Bid Management | Up to 10 | \$ 21,412.82 | \$ 22,055.20 | \$ 22,716.86 | \$ 23,398.37 | \$ 24,100.32 |
| Advanced eBidding | Up to 10 | \$ 5,064.79 | \$ 5,216.73 | \$ 5,373.23 | \$ 5,534.43 | \$ 5,700.46 |
| Prequalification Management (CUPCCAA) | Up to 10 | \$ 7,597.18 | \$ 7,825.09 | \$ 8,059.85 | \$ 8,301.64 | \$ 8,550.69 |
| | Total | \$ 34,074.79 | \$ 35,097.03 | \$ 36,149.94 | \$ 37,234.44 | \$ 38,351.47 |

6. Business Name Change.

This amendment accomplishes a change of name only and all rights and obligations under the Original Agreement and any Amendment thereof are unaffected by this change. All references to PlanetBids, Inc. with respect to this Agreement shall be replaced with PlanetBids, LLC, a Delaware limited liability company. PlanetBids Tax identification number has not changed.

7. Signatures.

This Addendum may be executed and delivered by electronic or facsimile signature and an electronic or facsimile signature shall be treated as an original.

IN WITNESS WHEREOF, This Addendum has been executed under the provisions of the Agreement between PlanetBids and Customer. By signing below, the parties hereto agree that all terms and conditions of this Addendum and the Agreement and any previous amendments or Purchase Orders shall be in full force and effect.

The persons below assert that they are authorized to execute this Addendum and have executed it effective as of the date below.

PLANETBIDS, LLC.:

CUSTOMER: MIRACOSTA COMMUNITY COLLEGE DISTRICT

David DiGiacomo
Chief Executive Officer

By (sign above)



Date

Name (print)

Title

Date

Addendum 1

| | |
|---|---|
| Subject: Award of Contract for RFP 12-24 Security Services | Attachment: <ul style="list-style-type: none"> • Citiguard Proposal • RFP Bid Documents • Bid 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:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The College Police Department has determined a need for additional security services across the district’s four sites when current staff and officers are unavailable, as well as during events, as needed. These extra services could provide both armed and unarmed security officers in marked patrol vehicles and will be expected to conduct routine patrols at all four locations when covering shifts. College Police personnel will oversee all security officers and their activities.

STATUS

RFP 12-24 Security Services (RFP) was issued by the purchasing department and advertised in the San Diego Union Tribune on March 13, 2024, and March 20, 2024. The RFP documents were made available and sent out to 55 vendor firms through the district’s PlanetBids bid management portal system. Eight vendors submitted electronic proposals by the April 11, 2024, deadline, via PlanetBids. An evaluation committee was organized and comprised of college police and purchasing personnel. All eight vendors were deemed responsive and after review and ranking, the committee selected four firms to interview. The following qualified vendors who met the RFP’s key criteria to provide a 45-minute scripted interview were:

- Citiguard, Inc.
- OPS Inc.
- Elite Show Services, Inc.
- A1 Financial Services

Pursuant to the RFP document, the district will award a contract to a responsive and responsible vendor whose proposal is most advantageous to the district. In accordance with AP6430, the contract will be awarded based upon a “best value” evaluation. Based on the demonstrations, vendors’ experience, including experience with higher education, expertise, and client references, the evaluation committee recommends awarding a five-year agreement to Citiguard, Inc. Their annual rates and fees schedule for the five years are as follows:

| Unarmed Guard Services | | | | | |
|------------------------|---------|---------|---------|---------|---------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Hourly Rate | \$29.00 | \$30.00 | \$31.00 | \$32.00 | \$33.00 |
| Overtime Rate | \$43.50 | \$45.00 | \$47.50 | \$48.00 | \$49.50 |
| Holiday Rate | \$43.50 | \$45.00 | \$47.50 | \$48.00 | \$49.50 |

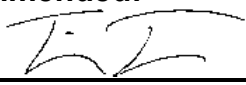

| Armed Guard Services | | | | | |
|----------------------|---------|---------|---------|---------|---------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Hourly Rate | \$39.00 | \$40.00 | \$41.00 | \$42.00 | \$43.00 |
| Overtime Rate | \$58.50 | \$60.00 | \$61.50 | \$63.00 | \$64.50 |
| Holiday Rate | \$58.50 | \$60.00 | \$61.50 | \$63.00 | \$64.50 |

| Alarm Response Call-Out | | | | | |
|-------------------------|---------|---------|---------|---------|---------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Per Response Rate | \$50.00 | \$51.00 | \$52.00 | \$53.00 | \$54.00 |

Funding is budgeted within college police security unrestricted operating funds.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the award of a five-year agreement for RFP 12-24, Security Services to Citiguard, Inc.

| | |
|---|---|
| Subject: Approve Master On-Going Services Agreements for RFQ No. 08-24, On-Going Architectural and Design Related Professional Services | Attachment: Bid Summary-RFQ No. 08-24 |
| Category: Consent Items | 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> |
| 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 district need for architectural and related design professional services (“architectural services”) for various projects at the district and each of its locations. Assigned projects may include capital, modernization, renovation, and maintenance projects with estimated construction costs of less than \$1 million. The district has been completing a separate procurement process to contract architectural services when the need arises. Each procurement of an architectural services contract requires considerable time and costs to prepare a request for qualifications and proposals and related documents, advertising, completing pre-submittal meetings and responding to pre-submittal questions, evaluation of submitted responses and preparing agreements. To meet the ongoing architectural service needs, to reduce the burden on administrative staff, and to reduce costs to obtain architectural services, the district issued a request for qualifications and proposals (“RFQ”) for award of five-year term agreements for on-going architectural services.

Key components of the RFQ include:

- District award of multiple on-going architectural service agreements to establish a “pool” of architectural service firms.
- When requested by the district, proposals submitted by the “pool” of architectural 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 RFQ establishes evaluation criteria designed to assess the knowledge, skills, experience, and proposed pricing, and that award of the on-going services agreements would be to the highest scored architectural firms.

STATUS







RFQ No. 08-24, architectural and related design professional services, was issued by the purchasing department and advertised in the San Diego Union-Tribune on February 13 and February 20, 2024. The bid documents were made available and sent out to 139 architectural firms through the district's PlanetBids bid management portal system. Twenty-two firms submitted electronic proposals by the March 8, 2024, deadline via PlanetBids. Out of the twenty-two, eighteen firms were responsive. A committee was appointed to review the RFQ responses. The evaluation committee reviewed, evaluated, and scored the submitted RFQ responses in accordance with the RFQ evaluation criteria. The eleven highest scored RFQ responses were submitted by the following architectural firms:

- Architects Gallegos and Eckle, Inc. DBA AlphaStudio Design Group
- Architects Mosher Drew
- Delawie
- HGW Architecture
- HPI Architecture
- Lionakis
- Lord Architecture, Inc.
- NAC Architecture
- Ruhnau Clarke Architects
- SGPA Architecture and Planning
- Westberg White Architecture

District facilities staff have determined that the above eleven architectural service firms, under five-year term ongoing architectural services agreements, would be sufficient to ensure competition for each specific project and to cover the district's on-going architectural service needs with estimated construction costs of less than \$1 million. These projects will be funded by the district's Measure MM bond proceeds, other district funds, or state appropriations. The district may secure architectural services for projects with estimated construction costs exceeding \$1 million from architects who are not awarded through this RFQ.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the award of RFQ No. 08-24 awarding the above-referenced eleven architectural firms five-year term ongoing architectural services agreements. Award is contingent on the board approval and mutual agreement being reached between the architect and the district for all terms and conditions of the agreement.

| | |
|---|--|
| Subject: Approve Purchase for Network Equipment for OCN New Chemistry Biotechnology Project | 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/> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically network technology items, is related to the project needs identified for the New Chemistry and Biotechnology Project at the Oceanside Campus.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Cisco NASPO ValuePoint DataCom Master Agreement #AR3227 and California PA #7-20-70-47-01 for the purchase of specific items at the lowest cost and best overall value for district purchases.

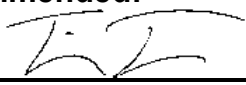
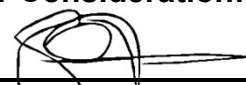
The equipment purchases have been identified with an estimated total cost not to exceed \$260,000, and are detailed below:

| Project Name | Estimated Cost | Supplier |
|--|----------------|------------------|
| New Chemistry and Biotechnology Building | \$260,000 | ePlus Technology |

Funds for equipment are budgeted within the district’s bond funds.

RECOMMENDATION

Authorize the vice president, administrative services to proceed with the procurement with Cisco NASPO ValuePoint DataCom Master Agreement #AR3227 and California PA #7-20-70-47-01 for purchases in amount not to exceed \$260,000.

| | |
|---|---|
| Subject: Approve Purchase of Dell Laptops for EOPS/NextUp Students | Attachment: Dell Quote EOPS Dell Quote NEXTUP |
| 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

The EOPS/NextUp Laptop Loan Program is an essential resource that provides loaner computer laptops for EOPS/NextUP students throughout the semester. The program ensures that EOPS/NextUp students have access to the technology they need to succeed in their coursework. The current stock of laptops has reached its end-of-life. In addition, the demand for devices has increase annually, demonstrating growth of our student population and the reliance on technology for academic success.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. As a result, Board Agenda Item No. VIII.Y was approved at the July 22, 2023, board meeting, authorizing the use of the Foundation for California Community Colleges (FCCC) agreement #00004206 with Dell Marketing for the purchase of supplies, technology, software, equipment another other miscellaneous materials, at the lowest cost and best overall value for district technology purchases.

The following computers and peripherals have been identified with a total list cost before fees and taxes of \$272,789.73. By utilizing the referenced FCCC agreement, the equipment cost before fees and taxes is \$108,689.73, resulting in an overall negotiated discount of 58.9 percent and an estimated not to exceed purchase price of \$120,000, including fees and taxes.

| QTY | UOM | Description | Department |
|-----|-----|-------------------------|------------|
| 27 | EA | Dell Latitude 5440 | NEXTUP |
| 60 | EA | Dell Latitude 5440 | EOPS |
| 27 | EA | Dell USB-C W AC Adapter | EOPS |

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement from Dell in accordance with the terms and conditions of the FCCC agreement #00004206 in an amount not to exceed \$120,000.



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 18, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

| | | | |
|-----------------------------|--|-------------------|------------------------------|
| Quote Name: | Latitude 5440 | Sales Rep | Nick Lauck |
| Quote No. | | Phone | (800) 456-3355, 6180442 |
| Total | \$35,428.35 | Email | Nicholas_Lauck@Dell.com |
| Customer # | | Billing To | ACCOUNTS PAYABLE |
| Quoted On | Mar. 19, 2024 | | MIRACOSTA COLLEGE |
| Expires by | Apr. 18, 2024 | | 1 BARNARD DR |
| Contract Name | FCCC Adoption of UCOP Participation Agreement | | OCEANSIDE, CA 92056- 3820 |
| Contract Code | C000000886546 | | |
| Customer Agreement # | | | |
| Deal ID | | | |

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Nick Lauck

| Product | Unit Price | Quantity | Subtotal |
|--------------------|----------------------------|----------|--------------------|
| Dell Latitude 5440 | \$1,240.00 | 27 | \$33,480.00 |
| | Subtotal: | | \$33,480.00 |
| | Shipping: | | \$0.00 |
| | Environmental Fee: | | \$108.00 |
| | Non-Taxable Amount: | | \$11,280.87 |
| | Taxable Amount: | | \$22,307.13 |

Estimated Tax: \$1,840.35

Total: \$35,428.35

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| | | Unit Price | Quantity | Subtotal |
|--|----------|------------|----------|-------------|
| Dell Latitude 5440 | | \$1,240.00 | 27 | \$33,480.00 |
| Estimated delivery if purchased today: Apr. 04, 2024 Contract # C000000886546 Customer Agreement # 2018-000068 / 00004206 | | | | |
| Description | SKU | Unit Price | Quantity | Subtotal |
| Dell Latitude 5440 XCTO Base | 210-BFZY | - | 27 | - |
| 13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, 12 threads, up to 5.0 GHz Turbo) | 379-BFBS | - | 27 | - |
| Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish | 619-ARSB | - | 27 | - |
| No Microsoft Office License Included - 30 day Trial Offer Only | 658-BCSB | - | 27 | - |
| CrowdStrike Endpoint Protection Enterprise w Essential Support 1yr | 634-CCLH | - | 27 | - |
| Intel 13th Generation Core i7-1355U Trans.,Intel Integrated Graphics,TBT4 | 338-CHFW | - | 27 | - |
| Intel(R) Rapid Storage Technology Driver | 409-BCWR | - | 27 | - |
| Single Pointing, No Palmrest Security Options | 346-BINY | - | 27 | - |
| Intel vPro Essentials Technology Enabled | 631-ADPX | - | 27 | - |
| 16 GB, 2 x 8 GB, DDR4, 3200 MT/s, dual-channel, Non-ECC | 370-AFVQ | - | 27 | - |

| | | | | |
|---|-----------|---|----|---|
| 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35 | 400-BOLL | - | 27 | - |
| 14.0" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN | 391-BH DU | - | 27 | - |
| English US backlit keyboard, 79-key | 583-BHCH | - | 27 | - |
| Wireless Intel AX211 WLAN Driver | 555-BJFN | - | 27 | - |
| Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card | 555-BHHU | - | 27 | - |
| 3- cell, 54Wh Battery, Express Charge Capable | 451-BDBL | - | 27 | - |
| 65W AC adapter, USB Type-C, TCO Gen9 compliant | 492-BDHS | - | 27 | - |
| E4 Power Cord 1M for US | 537-BBDO | - | 27 | - |
| Latitude 5440 Quick Start Guide | 340-DDHM | - | 27 | - |
| ENERGY STAR Qualified | 387-BBPC | - | 27 | - |
| Custom Configuration | 817-BBBB | - | 27 | - |
| Dell Additional Software | 658-BFQB | - | 27 | - |
| Mix Model 15W CPU + UMA + 65W ADPT | 340-DKTG | - | 27 | - |
| Intel Core i7 vPro Essentials Label | 389-ECWK | - | 27 | - |
| Latitude 5440 Bottom Door (Big Door), Intel 13th Gen U-Series CPU | 321-BJTH | - | 27 | - |
| EPEAT 2018 Registered (Gold) | 379-BDZB | - | 27 | - |
| FHD RGB Camera | 319-BBJT | - | 27 | - |
| Dell Limited Hardware Warranty Extended Year(s) | 975-3461 | - | 27 | - |

| | | | | |
|--|----------|---|---------------------------|--------------------|
| Dell Limited Hardware Warranty | 997-8317 | - | 27 | - |
| ProSupport Plus: Next Business Day Onsite, 1 Year | 997-8366 | - | 27 | - |
| Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115 | 997-8367 | - | 27 | - |
| ProSupport Plus: Keep Your Hard Drive, 4 Years | 997-8388 | - | 27 | - |
| ProSupport Plus: Next Business Day Onsite, 3 Year Extended | 997-8389 | - | 27 | - |
| ProSupport Plus: Accidental Damage Service, 4 Years | 997-8390 | - | 27 | - |
| ProSupport Plus: 7x24 Technical Support, 4 Years | 997-8391 | - | 27 | - |
| | | | Subtotal: | \$33,480.00 |
| | | | Shipping: | \$0.00 |
| | | | Environmental Fee: | \$108.00 |
| | | | Estimated Tax: | \$1,840.35 |
| | | | Total: | \$35,428.35 |

CONNECT WITH DELL: 

BROWSE MORE OPTIONS:

| | | |
|---|---|---|
|  IT Transformation |  Laptops |  Desktops |
|  Servers & Storage |  2-in-1's |  Electronics & Accessories |
|  Financing Options |  Dell Services |  Dell Support |
|  Subscription Center | | |



Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 18, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

| | | | |
|----------------------|--|-------------------|------------------------------|
| Quote Name: | Latitude 5440 | Sales Rep | Nick Lauck |
| Quote No. | | Phone | (800) 456-3355, 6180442 |
| Total | \$79,606.17 | Email | Nicholas_Lauck@Dell.com |
| Customer # | | Billing To | ACCOUNTS PAYABLE |
| Quoted On | Mar. 19, 2024 | | MIRACOSTA COLLEGE |
| Expires by | Apr. 18, 2024 | | 1 BARNARD DR |
| Contract Name | FCCC Adoption of UCOP Participation Agreement | | OCEANSIDE, CA 92056- 3820 |
| Contract Code | C000000886546 | | |
| Customer Agreement # | | | |
| Deal ID | | | |

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Nick Lauck

| Product | Unit Price | Quantity | Subtotal |
|--|------------------|----------|--------------------|
| Dell Latitude 5440 | \$1,240.00 | 60 | \$74,400.00 |
| Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States | \$29.99 | 27 | \$809.73 |
| | Subtotal: | | \$75,209.73 |

| | |
|---------------------|-------------|
| Shipping: | \$0.00 |
| Environmental Fee: | \$240.00 |
| Non-Taxable Amount: | \$25,068.60 |
| Taxable Amount: | \$50,381.13 |
| Estimated Tax: | \$4,156.44 |

Total: \$79,606.17

Accelerate the power of AI for your data

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Dell Latitude 5440
 Estimated delivery if purchased today:
 Apr. 04, 2024
 Contract # C000000886546
 Customer Agreement # 2018-000068 / 00004206

| | | |
|------------|----------|-------------|
| Unit Price | Quantity | Subtotal |
| \$1,240.00 | 60 | \$74,400.00 |

| Description | SKU | Unit Price | Quantity | Subtotal |
|---|----------|------------|----------|----------|
| Dell Latitude 5440 XCTO Base | 210-BFZY | - | 60 | - |
| 13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, 12 threads, up to 5.0 GHz Turbo) | 379-BFBS | - | 60 | - |
| Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish | 619-ARSB | - | 60 | - |
| No Microsoft Office License Included - 30 day Trial Offer Only | 658-BCSB | - | 60 | - |
| CrowdStrike Endpoint Protection Enterprise w Essential Support 1yr | 634-CCLH | - | 60 | - |
| Intel 13th Generation Core i7-1355U Trans., Intel Integrated Graphics, TBT4 | 338-CHFW | - | 60 | - |
| Intel(R) Rapid Storage Technology Driver | 409-BCWR | - | 60 | - |
| Single Pointing, No Palmrest Security Options | 346-BINY | - | 60 | - |
| Intel vPro Essentials Technology Enabled | 631-ADPX | - | 60 | - |

| | | | | |
|---|-----------|---|----|---|
| 16 GB, 2 x 8 GB, DDR4, 3200 MT/s, dual-channel, Non-ECC | 370-AFVQ | - | 60 | - |
| 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35 | 400-BOLL | - | 60 | - |
| 14.0" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN | 391-BH DU | - | 60 | - |
| English US backlit keyboard, 79-key | 583-BHCH | - | 60 | - |
| Wireless Intel AX211 WLAN Driver | 555-BJFN | - | 60 | - |
| Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card | 555-BHHU | - | 60 | - |
| 3- cell, 54Wh Battery, Express Charge Capable | 451-BDBL | - | 60 | - |
| 65W AC adapter, USB Type-C, TCO Gen9 compliant | 492-BDHS | - | 60 | - |
| E4 Power Cord 1M for US | 537-BBDO | - | 60 | - |
| Latitude 5440 Quick Start Guide | 340-DDHM | - | 60 | - |
| ENERGY STAR Qualified | 387-BBPC | - | 60 | - |
| Custom Configuration | 817-BBBB | - | 60 | - |
| Dell Additional Software | 658-BFQB | - | 60 | - |
| Mix Model 15W CPU + UMA + 65W ADPT | 340-DKTG | - | 60 | - |
| Intel Core i7 vPro Essentials Label | 389-ECWK | - | 60 | - |
| Latitude 5440 Bottom Door (Big Door), Intel 13th Gen U-Series CPU | 321-BJTH | - | 60 | - |
| EPEAT 2018 Registered (Gold) | 379-BDZB | - | 60 | - |
| FHD RGB Camera | 319-BBJT | - | 60 | - |

| | | | | |
|--|----------|---|----|---|
| Dell Limited Hardware Warranty Extended Year(s) | 975-3461 | - | 60 | - |
| Dell Limited Hardware Warranty | 997-8317 | - | 60 | - |
| ProSupport Plus: Next Business Day Onsite, 1 Year | 997-8366 | - | 60 | - |
| Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115 | 997-8367 | - | 60 | - |
| ProSupport Plus: Keep Your Hard Drive, 4 Years | 997-8388 | - | 60 | - |
| ProSupport Plus: Next Business Day Onsite, 3 Year Extended | 997-8389 | - | 60 | - |
| ProSupport Plus: Accidental Damage Service, 4 Years | 997-8390 | - | 60 | - |
| ProSupport Plus: 7x24 Technical Support, 4 Years | 997-8391 | - | 60 | - |

| | | | |
|---|-------------------|-----------------|-----------------|
| Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States | Unit Price | Quantity | Subtotal |
| | \$29.99 | 27 | \$809.73 |













Estimated delivery if purchased today:
Mar. 27, 2024
Contract # C000000886546
Customer Agreement # 2018-000068 / 00004206

| Description | SKU | Unit Price | Quantity | Subtotal |
|--|----------|------------|----------|----------|
| Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States | 492-BCNW | - | 27 | - |

| | |
|---------------------------|--------------------|
| Subtotal: | \$75,209.73 |
| Shipping: | \$0.00 |
| Environmental Fee: | \$240.00 |
| Estimated Tax: | \$4,156.44 |
| Total: | \$79,606.17 |

CONNECT WITH DELL: 

BROWSE MORE OPTIONS:

| | | |
|---|---|---|
|  IT Transformation |  Laptops |  Desktops |
|  Servers & Storage |  2-in-1's |  Electronics & Accessories |
|  Financing Options |  Dell Services |  Dell Support |
|  Subscription Center |  Events |  Dell Premier |

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For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

| | |
|---|--|
| 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 third quarter budget transfers and revisions, after budget adoption, between major account classifications for all funds for the quarter period ending March 31, 2024.

- The third quarter budget transfer was \$964,000 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 third quarter budget revision was \$3.98 million in addition to the original adopted budget. See notables for highlights.

Budget Transfer Notables:

- **Fund 12, 190162_GR STA COVID-19 Recovery Block Grant:** \$133,000 was transferred from the contract services account to student financial aid account to issue more Financial Aid to students in Spring 2024, there was no impact on the bottom line.

Budget Revision Notables:

- **Fund 11, 1342_DG Community Ed and Workforce Development:** \$500,000 was added to community education due to higher revenues received and expenditures.
- **Fund 12, Grants:** \$1.21 million was added for new grants received from Zero Textbook Cost (Implementation and Planning Phase), \$456,000 for Lowe's Gable Grant, \$386,000 for Retention and Enrollment Outreach, \$324,000 for Experiential Learning for Biomanufacturing Needs in Emerging Tech, \$210,000 for Biotech and Biomanufacturing Experience for Diverse Student Population, \$175,000 for Local and Systemwide Tech Data Security, \$172,000 for Umoja Campus Program, \$140,000 for Data Collection and Consolidation, and \$125,000 for Puente Project.

RECOMMENDATION

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

SUMMARY OF BUDGET TRANSFERS – ALL FUNDS

QUARTER ENDING March 31, 2024 (3Q 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 | (\$127,088) | \$107,379 | \$4,310 | \$30,457 | (\$232,248) | \$246,310 | (\$29,120) | \$0 |
| 12_FD Restricted General Fund | \$25,600 | (\$154,535) | \$120,166 | \$146,647 | (\$174,431) | \$255,832 | (\$219,279) | \$0 |
| 41_FD Capital Outlay Projects Fund | | | | \$5,000 | (\$160,000) | \$155,000 | | \$0 |
| 73_FD Student Center Fee Trust Fund | | | | (\$1,000) | (\$500) | \$1,500 | | \$0 |
| Grand Total | (\$101,488) | (\$47,156) | \$124,476 | \$181,104 | (\$567,179) | \$658,642 | (\$248,399) | \$0 |
| NET TRANSFER-IN BY ACCOUNT | | | | | | | | (\$964,222) |
| NET TRANSFER-OUT BY ACCOUNT | | | | | | | | \$964,222 |

SUMMARY OF BUDGET REVISIONS – ALL FUNDS

QUARTER ENDING March 31, 2024 (3Q 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 | \$0 | \$287,371 | \$2,100 | \$7,621 | \$187,239 | \$20,670 | (\$5,000) | \$500,000 |
| 12_FD Restricted General Fund | \$758,784 | \$708,132 | \$333,003 | \$105,797 | \$888,053 | \$129,700 | \$556,307 | \$3,479,777 |
| Grand Total | \$758,784 | \$995,503 | \$335,103 | \$113,418 | \$1,075,291 | \$150,370 | \$551,307 | \$3,979,777 |

| | |
|--|--|
| Subject: Ratify and Approve Contracts and Purchase Orders | Attachment: Contract and Purchase Order Ratification List |
| Category: Consent Items | 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> |
| Recommended: <hr style="width: 80%; margin: 0 auto;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services | Approved for Consideration: <hr style="width: 80%; margin: 0 auto;"/> 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), 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
March 25, 2024 - April 22, 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 |
|------|-----------------------|-------------|--------|
| | No Entries This Month | | |

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 Month | | |

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 |
|----------|---|--------------------------------------|--------------|
| 24001219 | Bay Area Bioscience Ed Community | Contract Services (Strong Workforce) | \$101,045.00 |
| 24001254 | CDW Government Inc | Software Maintenance (ITS) | \$78,591.02 |
| 24001278 | Yoodle | Website Redesign (PIO) | \$54,200.00 |
| 24001506 | Open Biopharma Training Institute, Inc. | Contract Services (Biotec) | \$50,000.00 |
| 24001659 | Sartorius Stedim North America Inc. | Equipment (Biotec) | \$49,339.13 |
| 24001316 | Fisher Science Education | Equipment (Biotec) | \$46,011.88 |
| 24001623 | Malvern Panalytical, Inc. | Equipment (Nurs) | \$45,191.13 |
| 24001151 | San Diego Workforce Partnership, Inc. | Research service (SWP) | \$44,000.00 |
| 24001286 | CDW Government Inc | Software Maintenance (ITS) | \$41,948.82 |
| 24001624 | Medical Shipment LLC | Equipment (Nurs) | \$38,866.98 |
| 24001252 | Krueger International Inc | Furniture (Bus Admin) | \$36,411.72 |
| 24001449 | Parchment LLC | Diploma Services (A&R) | \$35,841.60 |
| 24001435 | Stan McKnight & Associates, Inc. | Reclassification consulting (HR) | \$32,900.00 |
| 24001167 | CurriQunet | Software Maintenance (ITS) | \$26,620.00 |
| 24001692 | Secure W2 Inc | Software Maintenance (ITS) | \$26,512.28 |
| 24001202 | Economic Modeling, LLC | Software Maintenance (Career Ed) | \$26,500.00 |

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 |
|----------|----------------------------------|-------------------------------|-------------|
| 24001253 | West Coast Lights and Sirens Inc | Equipment (Pol) | \$23,374.26 |
| 24001693 | TK Elevator Corp | Services (Fac) | \$22,116.58 |
| 24001515 | Swank Motion Pictures Inc | E-Resources (Library) | \$22,000.00 |
| 24001617 | CDW-G | Equipment Technology (Nurs) | \$20,712.30 |
| 24001423 | Mn8 Creative, Inc/CollegeAPP | Advertising (Career Ed) | \$20,000.00 |
| 24001255 | CDW Government Inc | Software Maintenance (ITS) | \$19,183.06 |
| 24001133 | Biocom Institute | Contract Services (Biotec) | \$18,500.00 |
| 24001343 | IBIS World Inc | Database subscription (Lib) | \$17,575.00 |
| 24001410 | Dell Marketing L P | Laptops (RAFFY) | \$17,449.90 |
| 24001469 | L+L Printers | Advertising (PIO) | \$16,785.00 |
| 24001626 | Hudson Printing | Advertising (PIO) | \$16,343.92 |
| 24001534 | Transcat Inc | Equipment and Supplier (Auto) | \$13,839.34 |

| | | | |
|----------|-----------------------------|----------------------------------|-------------|
| 24001632 | CDW Government Inc | Equipment (ITS) | \$13,065.24 |
| 24001514 | CENGAGE Learning Inc / Gale | Digital Archives (Lib) | \$12,238.00 |
| 24001371 | EBSCO Industries | E-Resources (Lib) | \$12,000.00 |
| 24001697 | Playaway Products LLC | Books (Lib) | \$11,371.86 |
| 24001488 | WillyGoat LLC | Equipment (CDC) | \$11,275.75 |
| 24001198 | CDW-G | Equipment Technology (Career Ed) | \$10,818.51 |
| 24001527 | CDW-G | Equipment and Services (Comm) | \$10,812.38 |
| 24001487 | The Prophet Corporation | Equipment (CDC) | \$10,173.34 |
| 24001679 | Southwest Offset Printing | CE Schedule (CLC) | \$10,122.82 |
| 24001273 | Mango Technologies, Inc. | Contract Services (PIO) | \$10,098.00 |

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 |
| 24001290 | BSN Sports | Supplies (KHAN) | \$9,624.03 |
| 24001478 | DiaMedical USA Equipment | Infusion Pumps (Nurs) | \$9,560.52 |
| 24001594 | Eppendorf North America Inc | Supplies (Biotec) | \$9,417.75 |
| 24001215 | BSN Sports | Supplies (KHAN) | \$9,217.68 |
| 24001382 | Fifty Square Feet | Contract Services (Guide Path) | \$9,000.00 |
| 24001280 | BSN Sports | Supplies (KHAN) | \$8,928.93 |
| 24001152 | Angela Sturdivant | Workshop presentation (Admin of Justice) | \$8,700.00 |
| 24001367 | Reyna Grande | Presenter (Instr Services) | \$8,000.00 |
| 24001427 | Christi Ann Hill | Contract Servies (Workforce Dev) | \$7,953.00 |
| 24001568 | CCT Technologies Inc. | Software Maintence (ITS) | \$7,065.00 |
| 24001157 | Follett Higher Education Group, LLC | Textbooks (Workforce Dev) | \$6,928.00 |
| 24001661 | Thermo Solutions Services USA, Inc. | Equipment repair (Bio) | \$6,808.59 |
| 24001224 | LAD Partners | Promotional (PIO) | \$6,734.04 |
| 24001550 | Occupational Services, Inc. | Contract Services (Risk) | \$6,615.00 |
| 24001120 | California State University San Marcos | Consulting (Stud Services) | \$6,500.00 |
| 24001402 | Hudson Printing | Printing (Pur) | \$6,352.11 |
| 24001226 | Eppendorf North America Inc | Equipment (Biotech) | \$6,221.13 |
| 24001422 | Eppendorf North America Inc | Equipment (Biotech) | \$6,221.13 |
| 24001596 | Waxie | Supplies (Fac) | \$6,211.04 |
| 24001498 | CulinArt Group | Food (Career Ed) | \$6,035.21 |
| 24001322 | Nanpor Inc | Contract Services (Stud Services) | \$6,006.00 |
| 24001160 | Christopher L. Ryan | Videography (RSWP) | \$5,844.00 |
| 24001158 | Sonocent | License subscriptions (DSPS) | \$5,400.00 |
| 24001263 | UpToDate Inc | Database subscription (Lib) | \$5,307.00 |
| 24001168 | Mara Nohemi Lopez | Presenter (ZTC) | \$5,000.00 |
| 24001347 | McDougal Boehmer Foley Lyon Mitchell & Erickson | Legal Services (HR) | \$5,000.00 |
| 24001426 | Yasamin Bolouria | License Fees (DSPS) | \$5,000.00 |
| 24001625 | Mn8 Creative, Inc/CollegeAPP | Advertising (Career Ed) | \$5,000.00 |
| 24001711 | American Institute of Graphic Arts, Inc. | Advertising (Career Ed) | \$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 |
| 23003398 | Seagge Loy Abella | Additional services through June 30, 2024 | \$10,000.00 |

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.

| Construction Contract Change Orders | | | |
|--|--|--|--|
|--|--|--|--|

| PO # | Vendor | Description | Amount |
|------|-----------------------|-------------|--------|
| | No Entries This Month | | |

Total Contract Expenditures: \$1,283,484.98

Ratify MCC purchase orders 24001120 through 24001720

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 |
| 24000061 | The Scripps Research Institute | Scripps Research LEAP Program | \$0 |
| 24000056 | Palomar Health | Affiliation Agreement | \$0 |
| 24000052 | Hyundia Motor America | HPITSP/GTSA Agreement | \$0 |
| 24000050 | Constellation NewEnergy Inc. | Energy Cost Agreement | \$0 |

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 |
| | No Entries This Month | | |

**Capital Improvement Program Contract and Purchase Order Ratification List
March 25, 2024 – April 22, 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 Greater Than \$25,000 | | | |
|----------------------------------|---------------|---|---------------|
| PO # | Vendor | Description | Amount |
| 24001647 | Turf Star Inc | 04204 Exterior Sand Volleyball Courts Equipment OCN | \$43,726.90 |

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 |
| 24001419 | Waxie Sanitary Supply | 04216 Waxie Custodial Supplies for the Library OCN | \$19,116.39 |

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 |
| 24001479 | National Security Works | 04207 Reno Bldg 1000 Admin OCN | \$8,479.54 |
| 24001251 | Medline Industries, LP | 04201 New Allied Health OCN | \$1,353.13 |

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 |
| 24001370 | AC Martin Partners Inc | 04244 Change Order 3 OCN | \$75,000.00 |

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.

| Construction Contract Change Orders | | | |
|--|---------------------------------|---------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 23003452 | Balfour Beatty Construction LLC | 04204 Change Order 33 OCN | \$208,273.00 |
| 23003443 | Rudolph and Sletten | 04205 Change Order 6 OCN | \$143,467.00 |
| 23003450 | Level 10 Construction | 04216 Change Order 11 OCN | \$136,517.00 |
| 23003448 | Balfour Beatty Construction LLC | 04215 Change Order 19 OCN | \$119,785.00 |
| 23003643 | Swinerton Builders | 04203 Change Order 46 OCN | \$110,991.00 |
| 23003447 | C W Driver LLC | 04202 Change Order 25 OCN | \$24,138.00 |
| 23003447 | C W Driver LLC | 04202 Change Order 27 OCN | \$17,594.00 |
| 23003446 | Balfour Beatty Construction LLC | 04201 Change Order 33 OCN | \$13,878.00 |

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 |
|------------|------------------------|-------------|--------|
| | No Entries This Period | | |

| | | | |
|--|------------------------|--|--|
| | No Entries This Period | | |
|--|------------------------|--|--|

| | | | |
|--|--|--|--|
| Total Contract Expenditures: \$922,318.96 | | | |
| Ratify purchase orders — 24001251, 24001419, 24001479, 24001647 | | | |
| Ratify purchase orders (Task Orders) — N/A | | | |
| Ratify purchase orders (Contracts) — N/A | | | |

| | |
|--|--|
| Subject: Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Two-Year Period Commencing July 1, 2024 | Attachment: <u>Collective Bargaining Agreement</u> |
| Category: Action Items | Type of Board Consideration: Information Consent Action <div style="text-align: right; margin-right: 20px;">  </div> |
| Recommended:  <hr/> Charlie Ng, Vice President Business and Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty expired on June 30, 2024.







STATUS

The district and the Associate Faculty have negotiated a successor agreement, which was subsequently ratified by the Associate Faculty’s membership in May 2024.

The complete document is available online at <https://hub.miracosta.edu/boarddocs/05022024/2024-2026%20AF%20Contract.docx> and a copy is on file with the secretary of the Board of Trustees.

RECOMMENDATION

Ratify the Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Two-Year Period Commencing July 1, 2024, as stated above.

| | |
|---|--|
| Subject: Approve Partial Guaranteed Maximum Price and Corresponding Change Order to Design-Build Services Contract for the Oceanside Communications Hub, Equity Village and Student Center Project | 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

On October 21, 2021, the board approved board docket item IX.B., which awarded a design-build services contract under the Measure MM program to Rudolph and Sletten and Gensler (“DBE”). This contract was for the design and construction of the Oceanside Communications Hub, Equity Village and Student Center project (hereinafter referred to as “Contract” and “Project”).

The Contract approved by the board at its September 9, 2021, board meeting was for the DBE to provide two of the three phases of design-build services for the Project, which are Programming and Collaboration Phase Services (Phase 1 Services) and Design Through Agency Approval and Final Guaranteed Maximum Price Phase Services (Phase 2 Services) for the Project.

Per the Project’s Contract, at the conclusion of Phase 2 Services, and after obtaining Division of State Architect (“DSA”) approval of the Construction Documents for the Project, the DBE is to provide district staff and Program Management Office staff (“PMO”) a proposed Final Guaranteed Maximum Price for Phase 3 Construction Phase Services (“GMP”) for the Project for district staff’s and PMO’s review and recommendation to the board for approval or rejection of the GMP. If the board approves the GMP for the Project, district staff/PMO will subsequently issue to DBE a Change Order for Construction Phase Services for the board approved GMP amount.

STATUS

While DSA has not yet finalized its review and approval of the entire Project design, DSA’s approval of the swing space portion of the Project is imminent. In advance of receiving final DSA approval for the entire Project, and to address and mitigate any impacts to this Project

related to materials market escalation and supply chain disruptions, as well as to ensure the swing space portion of the Project is completed before the commencement of the district's fall 2024 semester, the DBE has submitted its proposed final GMP to district staff and PMO for the swing space portion of the Project, as well as the HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project in advance of DSA finalizing its review and approval of the entire Project design.

District staff and the PMO have reviewed the DBE's proposed GMP for the swing space and HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project, reviewed the DBE provided back up to support the DBE's proposed GMP for the swing space and HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project and have finalized negotiations with the DBE for the GMP for the swing space and HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project.


District staff and the PMO now presents to the board a GMP of \$1,274,194 for the swing space portion of the Project and a GMP of \$15,527,724 for the HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project for the board's approval. Both of these GMPs presented by the DBE and recommended for approval by district staff and the PMO are within the board approved Project budget of \$69,346,329. Moreover, given that DSA has not yet finalized its review and approval of the Project, the aforementioned GMP for the HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project includes a District Controlled Construction Allowance to cover any additional costs that could result from DSA's final approvals requiring changes to the Project's current design status that could increase construction costs. Any unused portion of this District Controlled Construction Allowance will be credited back to the district via a deductive change order to the Project's Contract.

RECOMMENDATION

Given the foregoing, district staff, and the Program Management Office recommend as follows, and request that the board take the following actions:

1. Approve a Guaranteed Maximum Price of \$1,274,194 for Construction Phase Services of the swing space portion of the Project to be memorialized via a Change Order to the Contract; and
2. Approve a Guaranteed Maximum Price of \$15,527,724, inclusive of a District Controlled Construction Allowance, for Construction Phase Services of the HVAC, plumbing, electrical, fire alarm, telecommunications, security and site utilities portions of the Project to be memorialized via a Change Order to the Contract.

The board's approval of a portion of the Project's GMP via the approval of this board docket item does not limit any of the district's rights, remedies and defenses pursuant to the Contract regarding the GMP for the remainder of the Project not included in this board docket item.

| | |
|---|---|
| Subject: Board Policy 4025 – Philosophy and Criteria for Associate Degrees and General Education | Attachment: Board Policy 4025 – Philosophy and Criteria for Associate Degrees and General Education |
| Category: Board Policies – Second Read | Type of Board Consideration: Information Consent Action <div style="text-align: right; margin-right: 50px;">✓</div> |
| Institutional Goals: mcc_mission_statement.pdf (miracosta.edu) | Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">✓ Goal 1</div> <div style="text-align: center;">✓ Goal 2</div> <div style="text-align: center;">✓ Goal 3</div> <div style="text-align: center;">✓ Goal 4</div> </div> |
| | Approved for Consideration: <div style="text-align: center;">  <hr style="width: 80%; margin: auto;"/> Sunita V. Cooke, Ph.D. Superintendent/President </div> |

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

A review of edits to Board Policy 4025 – Philosophy and Criteria for Associate Degrees and General Education has been completed and approved by College Council. The policy is now presented as a second read and adoption by the board.

Administrative Procedure 4025 is provided for information only.

RECOMMENDATION

Adopt Board Policy 4025.

The MiraCosta Community College District's associate degree and general education programs are consistent with the college's mission, vision, and core values.

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through ~~The associate degree at MiraCosta College provides a framework within which students complete~~ patterns of learning experiences designed to develop certain capabilities and insights to support their academic and career goals. Among these capabilities and insights are skills and competencies that comprise a general education curriculum. In addition, ~~to these accomplishments, the student~~ students graduating with an associate degree shall possess sufficient depth in some field of knowledge to contribute to lifetime interest and career pursuit. The MiraCosta College general education program introduces students to the variety of means through which people comprehend the modern world by providing opportunities for students to engage with the arts and humanities, sciences, mathematics, and social sciences. It ensures students who receive their degrees have mastered principles, concepts, and methodologies both unique to and shared by the various disciplines.

All courses designated for general education (GE) at MiraCosta College must fulfill the following universal criteria:

- **Level:** Each GE course is baccalaureate-level and may be introductory or integrative. Integrative courses draw broad connections between multiple perspectives and methodologies and demonstrate relationships within or between disciplines.
- **Rigor:** Each GE course treats subject matter with a level of intellectual intensity that requires independent study.
- **Scope:** Each GE course introduces the student to a wide range of principles, perspectives, and knowledge within the discipline.
- **Autonomy:** Each GE course is a whole unto itself and not primarily part of a sequence of courses; i.e., each course provides exposure to foundations and fundamental tenets of the discipline.
- **Breadth:** Each GE course provides a generalizing rather than specializing experience within the subject matter of the discipline. It relates knowledge within the discipline to other fields and disciplines, as well as to contemporary society.

MiraCosta Community College District

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| | |
|-------------------|--|
| Adoption History: | 4/7/09 |
| Periodic Review: | 11/18/15, 7/20/23, x/xx/24 |
| Reference Update: | 11/14 |
| References: | Title 5, §5506+ 55060 ACCJC Accreditation Standard H-A 2.1, 2.3 |
| CCLC Update: | #14, 2/08; #25, 11/14 |
| Steering: | CPC / AS |

- Critical thinking: Each GE course develops the student's aptitude for conceptualizing, applying, analyzing, synthesizing, and evaluating information.
- Communication and literacy: Each GE course provides opportunities for the student to develop and demonstrate both orally and in writing the ability to read, comprehend, and evaluate college-level material.
- Relevancy: Each GE course relies upon current knowledge, technology, and instructional materials to achieve its objectives, as appropriate.

~~The MiraCosta Community College District General Education Program promotes skill development and knowledge acquisition through the study of ideas, the analysis of data, and the interpretation of issues and events. Students completing the MiraCosta Community College District General Education Program are systematic, critical, creative thinkers and clear communicators who are intellectually curious, culturally and scientifically literate, civic-minded, and aesthetically appreciative. These students are able to demonstrate the following:~~

- ~~1. A broad understanding of mathematics, science, social science, humanities, and the arts.~~
- ~~2. Effective communication in oral and written form.~~
- ~~3. A multicultural, global perspective.~~
- ~~4. Critical thinking skills that apply analytical and creative approaches to problem solving.~~
- ~~5. The ability to adapt to new environments and technologies.~~
- ~~6. Social awareness and responsibility as a participating member of society.~~

In modifying its general education program, the MiraCosta Community College District will continue to seek coherence and integration among the separate requirements and to establish a general education program that actively involves students in examining values inherent in proposed solutions to major social problems.

The superintendent/president shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. These procedures shall provide for appropriate Academic Senate involvement.

The associate degree at MiraCosta College provides a framework within which students complete patterns of learning experiences designed to develop capabilities and insights to support their academic and career goals. Among these capabilities and insights are competencies that comprise a general education curriculum. These competencies include the ability

- to think critically and communicate clearly and effectively both orally and in writing,
- to locate, evaluate, and use needed information effectively,
- to engage with diverse perspectives,
- to use quantitative reasoning,
- to understand the modes of inquiry of the major disciplines,
- to be aware of other cultures and times,
- to achieve insights gained through experience in thinking about ethical problems, and
- to develop the capacity for self-understanding.

In addition to these competencies, students graduating with an associate degree shall possess sufficient depth in some field of knowledge to contribute to lifetime interest and career pursuit. Majors or areas of emphasis that provide this depth are composed of a minimum of eighteen (18) units. (See Administrative Procedure 4100: Graduation Requirements for Degrees and Certificates.)

The MiraCosta College general education pattern (Plan A) for the associate in arts and associate in science degree includes the completion of three units each in Areas 1A and 1B, and three units each in Areas 2 through 6 for a minimum of 21 units. Courses listed in two different areas (1–6) may be used to satisfy a requirement in one area but not both. A course listed in any area (1–6) may satisfy both a general education and a major or area of emphasis requirement.

The Courses and Programs Committee (CPC) determines which courses can be used to implement the district's goals for the associate degree and philosophy of general education. The CPC ensures all general education courses at MiraCosta College fulfill the universal criteria set forth in Board Policy 4025 as well as the discipline-specific criteria outlined below. The general education course approval process is detailed in the Courses and Programs Committee Handbook.

MiraCosta Community College District

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| | |
|-------------------|--|
| Effective Date: | 2/9/10, 6/15/10, 4/19/11, 4/16/12, 8/13/13, 9/1/15, 6/17/21, 4/04/24 |
| Periodic Review: | 5/18/23 |
| Reference Update: | 11/14 |
| | Title 5, §§55060, 55061 |
| | ACCJC Standard 2.1, 2.3 |
| | 34 Code of Federal Regulations Part 602 |
| CCLC Update: | #14, 2/08; #25, 11/14 |
| Steering: | CPC / AS |

Specific courses within the GE program at MiraCosta College fulfill the following criteria as related to their area of specialty:

1. Area 1—English Composition, Oral Communication, and Critical Thinking (minimum 6 units), including the following:
 - Area 1A—English Composition (minimum 3 units). Courses fulfilling this requirement must be baccalaureate-level and include both expository and argumentative writing.
 - Area 1B—Oral Communication and Critical Thinking (minimum 3 units). Courses fulfilling this requirement must be baccalaureate-level and may include oral communication and critical thinking courses.
2. Area 2—Mathematical Concepts and Quantitative Reasoning (minimum 3 units). Courses fulfilling this requirement must be at least college-level and may include mathematics or quantitative reasoning courses, including logic, statistics, computer languages, and related disciplines.
3. Area 3—Arts and Humanities (minimum 3 units). Courses in the humanities study the cultural activities and artistic expressions of human beings. These courses develop students'
 - awareness of how people throughout the ages and in different cultures respond to themselves and the world around them in artistic and cultural creation;
 - aesthetic understandings; and,
 - ability to make value judgments.

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in the visual and performing arts, art history, foreign languages, literature, philosophy, religion, and related disciplines.

4. Area 4—Social and Behavioral Sciences (minimum 3 units). These courses focus on people as members of society and develop awareness of the methods of inquiry used by the social and behavioral sciences. They also stimulate critical thinking about the ways people act and have acted in response to their societies and promote appreciation of how societies and social subgroups operate.

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.

5. Area 5—Natural Sciences (minimum 3 units). These courses examine the physical universe, its life forms, and its natural phenomena. They help students appreciate and understand the scientific method and the relationships between science and other human activities.

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.






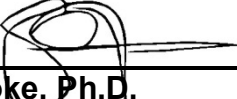
6. Area 6—Ethnic Studies (minimum 3 units). Courses fulfilling this requirement may include baccalaureate-level courses in the four autonomous disciplines within ethnic studies:
 - Black Studies, African American Studies, Africana Studies
 - Native American Studies
 - Chicano/a/x Studies, Latino/a/x Studies, La Raza Studies
 - Asian American Studies

Students may satisfy the requirements for any MiraCosta College general education area (1-6) through submission of an official transcript that demonstrates the completion of one of the following:

- A course at another California community college approved for the same general education area.
- A course at an institution accredited by a nationally recognized accrediting agency in a comparable general education area.
- A comparable course at an institution accredited by a nationally recognized accrediting agency.

As an alternative to completing the MiraCosta College general education pattern (Plan A), students may satisfy a the generation education requirement for an associate degree at MiraCosta College through completion of the CSU-GE (Plan B) or IGETC (Plan C) certified general education pattern or a bachelor's or an associate degree from an institution accredited by a nationally recognized accrediting agency. (See Administrative Procedure 4100: Graduation Requirements for Degrees and Certificates.)

Students who have completed courses at MiraCosta College prior to the implementation of Plan A in fall 2011 may use that coursework to meet the Plan A category requirements if the course is approved for Plan A in the catalog year under which they are petitioning for the degree.

| | |
|---|---|
| Subject: Board Policy 4100 – Graduation Requirements for Degrees and Certificates | Attachment: Board Policy 4100 – Graduation Requirements for Degrees and Certificates |
| Category: Board Policies – Second Read | 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

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

A review of edits to Board Policy 4100 – Graduation Requirements for Degrees and Certificates has been completed and approved by College Council. The policy is now presented as a second read and adoption by the board.

Administrative Procedure 4100 is provided for information only.

RECOMMENDATION

Adopt Board Policy 4100.

The district grants ~~confers the associate degree upon~~ the degrees of associate in arts and associate in science to those students who have completed 60 ~~semester units of degree-applicable semester units~~ ~~lower-division courses, including a minimum of 18 semester units of focused study in a major or interdisciplinary area of emphasis and a minimum of 21 semester units of general education, with a minimum cumulative grade-point average of 2.0. Students must complete each course counted toward the major or area of emphasis with a grade of "C" or better, or a "P" if the course is taken on a "pass-no-pass" basis. At least 12 semester units must be completed in residence within the district.~~ ~~average and a specified major or area of emphasis with a "C" grade or better in each course counted toward the major. Students must also complete the subject requirements for graduation, as well as general education, residency, and competency requirements set forth in Title 5 regulations.~~

Students may be awarded a certificate of achievement upon successful completion of a minimum of sixteen or more semester units of degree-applicable coursework. In some cases, state-approved certificates of achievement of eight or more semester units may be awarded to students. This coursework is designed as a "pattern of learning experiences" and develops certain capabilities oriented to career or general education.

The superintendent/president shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the Courses and Programs Committee. The procedures shall assure that graduation requirements are published in the district's catalog and are included in other resources that are convenient for students.

See Administrative Procedure 4100.

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Adoption History: 1/19/10, 7/18/19
 Periodic Review: 11/18/15, 6/22/23
 References: Education Code §70902(b)(3)
 Title 5, §§55060 et seq.
 CCLC Update: #14, 2/08, #33, 10/18
 Steering: CPC / AS

Requirements for Graduation: Associate Degrees

MiraCosta College shall offer the associate in arts and associate in science degrees. To obtain an associate degree, students must accomplish the following:

- A. Complete a minimum of 60 semester units of approved coursework, including a minimum of 18 semester units of focused study in a major or interdisciplinary area of emphasis and 21 units of general education.
 1. A minimum of 12 semester units must be completed in residence within the MiraCosta Community College District.
 2. The general education requirement can be satisfied through completion of the MiraCosta College general education pattern (Plan A) or the CSU-GE (Plan B) or IGETC (Plan C) transferable general education pattern. (See Administrative Procedure 4025). Students who have been awarded a bachelor's degree from an institution accredited by a nationally recognized accrediting agency shall be deemed to have fulfilled the general education course requirement for the associate degree.
 3. Courses may meet multiple associate degree graduation requirements, including general education and a major or area of emphasis, when courses are approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas.
 4. Students may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree.
 5. Students may receive credit for knowledge or skills acquired through the district's procedures for awarding credit for prior learning (see Administrative Procedure 4235).

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Effective Date: 1/19/10, 7/12/11, 8/16/11, 9/1/15, 4/8/16, 11/29/18, 5/16/19, 6/17/21, 4/04/24
Periodic Review: 5/18/23
References: Title 5, §§55060 et seq.
34 Code of Federal Regulations Part 602
Routing: CPC / A5

6. Courses completed at other institutions accredited by a nationally recognized accrediting agency will be evaluated for counting toward associate degree requirements based on C-ID number or course description, comparable or equivalent content, and appropriate prerequisites to ensure they meet or exceed the standards of the California Community Colleges. Students may be required to provide a course outline and/or a syllabus to determine course comparability and a transcript to verify prerequisite completion.
 7. International courses will be evaluated for counting toward associate degree requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript evaluation service. Course descriptions may also be required for prerequisite review.
- B. Complete the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses and a minimum grade of "C" or "P" in each course counted toward the major or area of emphasis. Courses completed with a C- at institutions accredited by a nationally recognized accrediting agency may be used to satisfy this requirement, except in programs such as Registered Nursing and Licensed Vocational Nursing, which are overseen by external accrediting agencies, that do not allow a C-.

If units accumulated beyond those required for the associate degree lower a student's cumulative grade point average below 2.0, then the student may request to have their grade point average computed solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

Requirements for Graduation: Associate Degree for Transfer (ADT)

MiraCosta College shall offer an associate in arts for transfer and an associate in science for transfer degree. To obtain an ADT, students must accomplish the following:

- A. Complete a minimum of 60 CSU-transferable semester units. Courses completed at other institutions accredited by a nationally recognized accrediting will be reviewed for placement on the associate degrees for transfer based on existing C-ID numbers and/or course comparability to the transfer model curriculum template developed by the California Community Colleges Chancellor's Office.
- B. Complete a minimum of 18 units in an approved ADT major.
- C. Complete all courses in the major with a "C" or "P" or better. Courses completed with a C- at other institutions accredited by a nationally recognized accrediting agency may be used to complete this requirement.
- D. Complete the CSU GE (Plan B) or IGETC (Plan C) general education pattern.

- E. Obtain a minimum CSU-transferable grade point average of 2.0.
- F. Complete a minimum of 12 semester units in residence within the district.

Multiple Degrees

Students who are in progress to complete or who have previously been awarded a MiraCosta College associate degree may be qualified for an additional associate degree(s) under the following circumstances:

- A. The additional degree(s) represents a new major.
- B. Each degree has at least 12 mutually exclusive major units.
- C. All degree requirements have been met, including residency, with at least 12 semester units completed in the new major at MiraCosta College.

Requirements for Graduation: College Certificates

Students may obtain certificates of achievement and certificates of proficiency through MiraCosta College.

A. Certificates of Achievement

Certificates of achievement are state-approved and thus are printed on a recipient student's transcript. To obtain a certificate of achievement, students must accomplish the following:

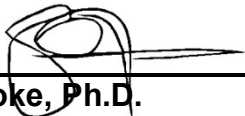
1. Complete a state-approved program of study consisting of 16 or more semester units. (A sequence of courses consisting of 8 or more semester units may be approved by the Chancellor's Office as a program of study leading to a certificate of achievement if the program satisfies title 5 requirements.)
2. Obtain a "C" or "P" or better in each course counted toward the certificate with the exception that CSU-GE certificates will be awarded according to CSU policies. Courses completed with a C- at other institutions accredited by a nationally recognized accrediting agency may be used to complete this requirement, except in programs such as Registered Nursing and Licensed Vocational Nursing, which are overseen by external accrediting agencies that do not allow a C-.

B. Certificates of Proficiency

Certificates of proficiency are approved locally and are not printed on student transcripts. To obtain a certificate of proficiency students must accomplish the following:

1. Complete a district-approved program of study consisting of fewer than 16 semester units.

2. Obtain a "C" or "P" or better in each course counted toward the certificate. Courses completed with a C- at other institutions accredited by a nationally recognized accrediting agency may be used to complete this requirement, except in programs such as Registered Nursing and Licensed Vocational Nursing, which are overseen by external accrediting agencies that do not allow a C-.
3. Complete at least six units, or the maximum number of units required for the certificate, whichever is less, in residence at MiraCosta College.

| | |
|---|---|
| Subject: Board Policy 4225 – Course Repetition | Attachment: Board Policy 4225 – Course Repetition |
| 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

A review of edits to Board Policy 4225 – Course Repetition has been completed and approved by College Council. The policy is now presented as a second read and adoption by the board.

Administrative Procedure 4225 is provided for information only.

RECOMMENDATION

Adopt Board Policy 4225.

“Course enrollment” occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or non-evaluative (I, IP, RD, W, EW, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition. A student may withdraw and receive a “W” symbol on their record for enrollment in the same course no more than three times (see Administrative Procedure 5075–Withdrawals). A grade of EW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

“Course repetition” occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol.

MiraCosta College, in accordance with Title 5 section 55040, allows repetition to occur only under the following circumstances:

- A. The course has been designated as repeatable.
- B. The student needs to repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- C. The student needs to repeat a course in which they earned a less-than-satisfactory or failing grade (D, F, NP/NC) in order to alleviate substandard academic work.
- D. The student needs to repeat a course due to a significant lapse of time.
- E. The student needs to repeat a course due to extenuating circumstances that justify the repetition, regardless of whether or not substandard academic work was previously recorded.
- ~~F. The student needs to repeat a course in occupational work.~~
- F. A student with a disability needs to repeat a special class for students with disabilities.

When course repetition occurs, the student’s permanent academic record will clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Nothing in this policy and associated administrative procedure conflicts with policies pertaining to the finality of grades assigned by instructors or the retention and destruction of student records.

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Adoption History: 5/5/09, 4/20/10, 4/24/12, 8/16/18
 Periodic Review: 11/18/15, 5/19/22, ~~x/x/24~~
 References: Title 5, §§55023(a), 55040
 Reference Update: 2/9/17

Steering: CPC / AS
 CCLC Update: #29, 10/16; #32, 4/18

Definitions

- A. Enrollment:** Course enrollment occurs when a student receives an evaluative (A, B, C, D, F, P, NP) or non-evaluative (I, IP, RD, W, EW, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition. A student may withdraw and receive a “W” symbol on their record for enrollment in the same course no more than three times (see Administrative Procedure 5075–Withdrawals). A grade of EW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- B. Repetition:** Course repetition occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol.
- C. Courses Related in Content (CRC):** Active participatory courses that share a similar primary educational objective in kinesiology, visual arts, and performing arts are grouped together. Students are allowed four enrollments within each group of courses related in content (CRC), but each course in the group may be taken only once unless its catalog description indicates it is repeatable. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

In specific cases in which the CSU/UC major preparation unit requirement can be attained only by enrolling more than four times in courses related in content, students are permitted the number of enrollments necessary to reach the unit requirement. When this exemption is invoked, the excess enrollments are not recorded for apportionment.

Allowable Repetition

MiraCosta College, in accordance with Title 5, allows repetition of credit courses, including work experience education and internship studies, to occur only under the following circumstances.

- A. Course Has Been Designated as Repeatable (per Title 5 sections 55000, 55040(b)(1), 55041).** Credit courses are not allowed multiple enrollments unless they meet one of the following exceptions:

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|------------------|--|
| Effective Date: | 5/5/09, 4/20/10, 4/24/12, 8/13/13, 8/12/14, 9/1/15, 6/21/18, 6/8/23, 4/04/24 |
| Periodic Review: | 4/21/22 |
| References: | Title 5, §§55023, 55024, 55040–55043, 55045, 55253, 56029, 58161 |
| CCLC Update: | #30, 4/17; #29, 10/16; #27, 10/15; #23, 10/13; #32, 4/18 |
| Steering: | CPC / AS |

1. If a UC or CSU campus requires a specific unit amount for a major preparation course, the course can be repeated by any student to meet that unit requirement.
2. Intercollegiate athletics courses may be repeated up to three times. An intercollegiate athletics course is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course that supports the organized competitive sport.
3. Intercollegiate academic or vocational competition courses may be repeated up to three times. Such courses must be necessary for participation in nonathletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. Participation in the event must be directly related to course content and objectives.

When a course is repeated under the repeatable course provision, the grade received each time shall be included for purposes of calculating the student's grade-point average.

- B. Repetition to Meet a Legally Mandated Training Requirement (per Title 5 sections 55000, 55040(b)(8)).** A legally mandated training course is a course that is required by statute or regulation as a condition of paid or volunteer employment. A student may repeat a course to meet a legally mandated training requirement for credit any number of times; however, the student must provide the Admissions and Records Office with certification or documentation of the mandated training each time.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade-point average.

- C. Repetition Due to a Significant Change in Industry or Licensure Standards (per Title 5 section 55040(b)(9)).** A student may petition the Committee on Exceptions to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times.

When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student's grade-point average.

- D. Repetition to Alleviate Substandard Coursework (per Title 5 sections 55040(b)(2), 55042).** A student may repeat a nonrepeatable course in which they earned a substandard grade (less than C and including NP) at MiraCosta College or at any other accredited college or university.

1. If the student receives a satisfactory grade after repeating the course once, they may not repeat the course a second time under the repetition to alleviate substandard coursework provision.

2. If the student repeats the course and receives another substandard grade, they may repeat the course one additional time.
3. If upon the second repetition the student receives another substandard grade, they may not repeat the course a third time under the repetition to alleviate substandard coursework provision except by petition to the Committee on Exceptions.

Upon each repetition of a course to alleviate substandard coursework, the most recent evaluative grade earned will be computed in the student's cumulative grade-point average and annotated on the student's permanent academic record.

A student may alleviate up to two substandard grades for repetition of a repeatable course provided that no additional enrollments are permitted beyond the four-enrollment maximum established for repeatable courses.

In determining transfer of a student's credits, MiraCosta College will honor similar, prior course repetition actions by other accredited colleges and universities.

- E. **Repetition Due to Significant Lapse of Time (per Title 5 sections 55040(b)(3), 55043).** A student may petition to the Committee on Exceptions to repeat a course in which they earned a satisfactory grade if it has been at least 36 months since the student took the course and one of the following:

1. The district has established a recency prerequisite for a course or program.
2. An institution of higher education to which the student seeks to transfer has established a recency requirement that the student will not be able to satisfy without repeating the course. Pursuant to petition, the student may be allowed to repeat a course where less than 36 months have elapsed if the student documents the repetition is necessary for his or her transfer to the institution of higher education.

When a student has exhausted the number of permitted repetitions in a repeatable course or enrollments within a family of courses, they may repeat each course only once due to significant lapse of time.

The student must submit a petition to the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to significant lapse of time. Grades awarded for courses repeated under the repetition due to significant lapse of time provision will not be counted in calculating a student's grade-point average.

- F. **Repetition Due to Extenuating, Emergency, or Extraordinary Circumstances (per Title 5 sections 55040(b)(5), 55045).** A student may petition to the Committee on Exceptions to repeat a course based on a finding that the student's previous grade (whether substandard or passing) is, at least in part, the result of extenuating, emergency, or extraordinary circumstances. An emergency or extraordinary condition is an event that prevents the district from maintaining instruction for at least 175 days during a fiscal year (per Title 5

section 58146, subdivision (b)). Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. The student must provide the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to extenuating, emergency, or extraordinary circumstances.

When course repetition is approved under this provision, the student's previous grade will be disregarded in computing the student's grade-point average.

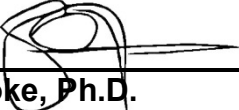
G. Repetition of Special Classes for Students with Disabilities (per Title 5, sections 55040(b)(7), 56029, 58161(c)(2)). A student may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the following reasons:

1. The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class.
2. The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes.
3. The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The district policy may allow the previous grade and credit to be disregarded in computing the student's grade-point average each time the course is repeated. In such a case, the student will be referred to Admissions and Records to file a petition with the Committee on Exceptions.

Enrollment in Work Experience Education and Internship Studies

Students may earn a maximum of 14 units during one enrollment period (semester or summer session) in work experience education and internship studies (per Title 5, section 55253). The district may record all enrollments in work experience education and internship studies for apportionment (per Title 5, section 58161(f)(4)).

| | |
|---|--|
| Subject: Board Policy 7340 – Leaves | Attachment: Board Policy 7340 – Leaves |
| Category: Board Policies – Second Read | 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

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

A review of edits to Board Policy 7340 – Leaves has been completed and approved by College Council. The policy is now presented as a second read and adoption by the board.

Administrative Procedure 7340 is provided for information only.

RECOMMENDATION

Adopt Board Policy 7340

The Board of Trustees may grant a leave of absence upon the request of an employee. The superintendent/president shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the district. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of permanent employees (Education Code sections [87781](#) and [8819288191](#));
- Paid sick leave (Labor Code section 246);
- Vacation leave for members of the classified service, administrators, supervisors, and managers ([Education Code section 88197](#));
- Leave for service as an elected official [or steward](#) of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code sections 87768.5 and 88210); [Government Code section 3558.8](#));
- Leave of absence [for permanent academic employees](#) to serve as an elected member of the [State](#) legislature (Education Code section 87701);
- Pregnancy leave (Education Code sections 87766 and 88193; Government Code section 12945);
- Leave to bond with a new child (Education Code sections [87780.1](#), [87784.5](#), and [88196.1](#) and 88207.5);
- [Family care and medical leave \(Government Code sections 12945.1 and 12945.2\)](#));
- Use of illness leave for personal necessity (Education Code sections 87784 and 88207);
- Industrial accident and illness leave (Education Code sections 87787 and 88192);
- Bereavement leave ([Government Code section 12945.7](#) and Education Code sections 87788 and 88194);
- Jury service or appearance as a witness in court (Education Code sections 87035 and 87036);

Adoption Date: 11/16/10, 11/16/16
 References: Education Code §§87763 et seq., 87780.1, 88190 et seq., 88196.1
 Labor Code §§245 et seq.
 Reference Update: 4/20/17
 CCLC Update: #28, 4/16; #30, 4/17, [#34, 3/19](#); [#40, 4/22](#), [#42, 4/23](#)
 Steering: VPHR / N/A

- Military service (Education Code section 87700); and
- Sabbatical leaves for full-time permanent faculty, academic employees, and academic administrators.

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers are specified in their respective working conditions manual.

In addition to these policies and working conditions manuals, the board retains the power to grant leaves with or without pay for other purposes or for other periods.

An employee who has been on authorized leave of absence shall be reinstated to an appropriate position for which they are qualified, except an employee who has been on authorized leave of absence for one year or less, and whose position was filled by a temporary worker, shall be reinstated in the position they held prior to going on leave of absence, if the same position exists. No paid leave of absence shall be construed as a break in continuity of service required for employee classification or district benefits. The time during which the leave of absence is taken shall not be considered as employment.

See Administrative Procedures 7340, 7341, 7343, 7345, 7346, and 7347.

Leave of Absence without Pay

The Board of Trustees may grant a leave of absence without pay for any purpose.

The district may request a leave of absence without pay for an employee for any purpose.

An employee may request a leave of absence without pay for any purpose for a period not to exceed one year in up to six-month intervals, except as specified in policy related to parental leaves, subject to the following restrictions:

- A. Requests for leaves of absence without pay for thirty (30) days or less shall be submitted on or accompanied by a completed leave of absence without pay request form. Such requests may be allowed with the approval of the employee's supervisor and division vice president. Board action is not required.
- B. Requests for leaves of absence without pay for more than thirty (30) days shall be sent to the board for approval. Such requests shall be submitted on or accompanied by a completed leave of absence without pay request form indicating the department's support or nonsupport of the request.
- C. An employee absent due to illness must exhaust all paid leave to which they are entitled before a request for an unpaid leave of absence will be considered. Verification of the employee's inability to return to work from the employee's physician shall be required. A second opinion from a medical provider identified and paid for by the district may also be required. A written health clearance from an appropriate medical provider shall be required for return to duty with the district after completing an unpaid leave.

An employee who returns from an approved leave of absence without pay (except for extended illness as described above) shall automatically be entitled to all previously accrued but unused/unpaid sick leave and vacation. No sick leave or vacation shall be accumulated during such period of absence.

Parental Leave

Unpaid parental leave shall be granted for a maximum of twelve (12) months upon written request. Consideration will be given to granting an extension of the leave, if requested, until the beginning of the next school semester should the expiration of the twelve (12) months of parental leave occur during the school year.

Quarantine Leave

An employee unavoidably absent from duty under quarantine imposed by order of any authorized health officer shall be paid regular salary for the period of absence without deduction from the employee's sick-leave account. A copy of the quarantine order showing its applicability to said employee must be provided to the Human Resources Department.

Bereavement Leave

Every employee is granted three days leave of absence with full pay when the death of any member of the immediate family occurs. Additional days may be granted by the board. A member of the immediate family means mother, mother-in-law, father, father-in-law, grandmother, grandfather, spouse, domestic partner, son, daughter, brother, sister, or grandchild of the employee, or any relative living in the immediate household of the employee. The superintendent/president or designee may approve bereavement leave in other circumstances deemed to fit the spirit and intent of this policy.

Five days leave will be allowed when travel outside the state is required. Bereavement leave in excess of the authorized amount may be charged to personal necessity leave.

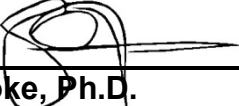
Jury Duty Leave

An employee may be granted a paid leave of absence when called for jury duty. Employees will be paid at their regular rate of pay for time spent on jury duty. As employees of a public agency, fees paid by the court for jury service should be rejected; however, reimbursement for mileage may be retained. The jury time card must be submitted to the Payroll Department with the employee work/absence report (or B100 form), as applicable.

If absence for jury duty would seriously impair the operation of the college, the supervisor may request that the employee seek a postponement of the jury service.

An employee called for jury duty shall immediately report such notice to their supervisor and provide a copy of the jury summons to the Payroll Department. Classified employees should also see chapter (to be determined) in the Classified Employee Manual for other procedures.

Also see BP 7340 Leaves, AP 7341 Sabbaticals, AP 7342.3 Holidays – Classified, AP 7343 Industrial Accident and Illness Leave, AP 7344 Notifying the District of Illness, BP/AP 7345 Catastrophic Leave Program, AP 7346 Employees Called to Military Duty, AP 7347 Paid Family Leave, AP 7348 Accommodations, and the related collective bargaining agreements for applicable employee groups.

| | |
|--|---|
| Subject: Board Policy 4020 BP – Programs, Curriculum, and Course Development | Attachment: Board Policy 4020 BP – Programs, Curriculum, and Course Development |
| 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;">  _____ Sunita V. Cooke, Ph.D. Superintendent/President </div> |

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

A review of edits to Board Policy **4020 BP – Programs, Curriculum, and Course Development** has been completed and approved by College Council. The policy is now presented as a first read by the board.

Administrative Procedure 4020 is provided for information only.

RECOMMENDATION

For information only.

The programs and curricula of the district shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the superintendent/president shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include the following:

- A. Appropriate involvement of the faculty, Courses and Programs Committee (CPC), and Academic Senate in all processes
- B. Regular review and justification of programs and course descriptions
- C. Opportunities for training for persons involved in aspects of curriculum development
- D. Consideration of job market and other related information for career education programs

All new programs and any recommendations for discontinuance of programs shall be submitted to the board of trustees for approval.

All new programs shall be submitted to the state California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be submitted to the board of trustees for approval. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be submitted to the board for approval.

Consistent with federal regulations applicable to federal financial-aid eligibility, the district shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. At MiraCosta College, 54 total student learning hours is equivalent to 1 unit of credit, and the minimum unit increment is 0.5.

~~Title 5 provides specific hour-to-unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.~~ **Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253.**

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

The superintendent/president will establish procedures that prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations as they apply to community college districts.

The superintendent/president shall establish procedures to assure that curriculum at the district complies with the definition of "credit hour" or "clock hour," where applicable.

The superintendent/president shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures 4020, 4021, and 4022.

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Adoption History: 1/19/10, 6/19/12, 11/15/18

Periodic Review: 4/14/15, 6/23/22

Reference Update: 5/14

References: Education Code §§70901(b), 70902(b), 78016
Title 5, §§51000, 51022, 55002, 55100, 55130, 55150, 55256.5
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
Accrediting Commission for Community and Junior Colleges
Accreditation Standards ~~II.A, II.A.9~~ **2.1, 2.2,**

CCLC Update: #25, 11/14; #28, 4/16; #31, 10/17

Steering: CPC / AS

MiraCosta College faculty, as empowered by [Assembly Bill 1725](#), have primacy in the area of curriculum development and as such are responsible for managing and updating their curriculum in accordance with standards set forth by the California Code of Regulations (title 5), the California Community Colleges Chancellor’s Office, and the Accrediting Commission for Community and Junior Colleges (ACCJC).

The Courses and Programs Committee (CPC), a subcommittee of the Academic Senate, makes recommendations pertaining to the programs and courses offered by the college primarily to the Academic Senate. The CPC acts by means of careful study and open discussion to assure the college’s curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures.

The district shall develop and offer programs and curricula in ethnic studies as well as programs and curricula designed to promote cultural awareness and innovative approaches to ensure that historically marginalized students see themselves reflected in curriculum. Programs and curricula shall meet the needs of disproportionately impacted students by increasing their sense of belonging and their ability to complete a degree, credential, or certificate.

The Courses and Programs Committee Handbook describes the roles and responsibilities of the CPC as well as the procedures for program and curriculum development at MiraCosta College. The handbook is reviewed annually and updated as needed by the CPC.

The MiraCosta Community College District provides annual certification to the California Community Colleges Chancellor’s Office pertaining to the approval of credit courses and credit programs as required under title 5 sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include hours inside or outside of class.

| | |
|---|--|
| MiraCosta Community College District | Page 1 of 3 |
| Effective Date: | 1/19/10, 5/14/12, 9/9/14, 4/8/16, 11/21/19, 6/8/23, 5/02/24 |
| Periodic Review: | 4/14/15, 5/19/22 |
| Reference Update: | 11/14 |
| References: | Title 5 §§51021, 55000 et seq., 55100 et seq. 34 Code of Federal Regulations Part 600.2 ACCJC Accreditation Standard 2.1, 2.2 U.S. Department of Education regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended |
| CCLC Update: | #25, 11/14; #31, 10/17, #43, 10/23 |
| Steering: | CPC/AS |

A course requiring 96 hours or more total student work shall provide at least two units of credit. Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253. Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 section 55270.12. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

(See Administrative Procedure 4103: Experiential Education for work experience education credit hour calculations.)

A. Credit Hour Calculations

Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. The college shall use the following formula to determine the units of credit for a course:

(total contact hours + outside-of-class hours)/hours-per-unit divisor = units of credit

- **Total contact hours:** The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in title 5 sections 58050, 58051, and 58161. This number is the sum of all contact hours for the course in all calculations categories, including lecture, laboratory, discussion, etc. Contact hours for courses may include hours assigned to more than one instructional category (e.g., lecture and lab, lecture and clinical).
- **Outside-of-class hours:** Hours students are expected to engage in coursework outside of the classroom.
- **Hours-per-unit divisor:** The term-length multiplier for MiraCosta College, as assigned by the Chancellor's Office, is 17. Full-length fall and spring semester classes, short- and extended-term classes, and positive attendance classes use an hours-per-unit divisor ranging from 48 to 54.

To ensure compliance with state and federal regulations related to credit hour calculations, the course outline of record for each course shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

B. Expected Ratios of In-Class to Outside-of-Class Hours

As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside-of-class for every hour in-class. All other academic work must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated for the instructional category. However, in the natural sciences and other disciplines, it is standard practice in higher education to base the number of units awarded for laboratory solely on contact hours, even though there may be some expectation of student work or preparation outside-of-class. These ratios are expressed as follows:

| Instructional Category | In-Class Hours | Outside-of-Class Hours |
|---|----------------|------------------------|
| Lecture (lecture, discussion, seminar, related work) | 1 | 2 |
| Laboratory (traditional lab, natural science lab, clinical, and similar) | 3 | 0 |

C. Standards for Incremental Award of Credit

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.



The total student learning hours required to reach a unit value are treated as a threshold. When increments are utilized, the college cannot award credits unless the total student learning hours have reached the minimum threshold for that number of units. MiraCosta College uses the following minimum and maximum hour thresholds for award of credit:

| Units | Min–Max Hour Threshold |
|-------|------------------------|
| 0.5 | 24–27 |
| 1 | 48–54 |
| 1.5 | 72–81 |
| 2 | 96–108 |
| 2.5 | 120–135 |
| 3 | 144–162 |
| 3.5 | 168–189 |
| 4 | 192–216 |
| 5 | 240–270 |

D. Federal Financial Aid Eligibility

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than the following:

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or
- B. At least an equivalent amount of work as required in the paragraph above for other academic activities as established by the college, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

| | |
|---|---|
| Subject: Third Quarter Fiscal Report (3/31/2024) | Attachment: Quarterly Report on Cash and Investments |
| Category: Information | Type of Board Consideration: <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> Action |
| Institutional Goals: mcc_mission_statement.pdf (miracosta.edu) | Institutional Goal Supported: <input type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input 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

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 third quarter report for the period ending March 31, 2024, 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 March 31 was \$102.3 million, 62.9 percent of the budget.
2. The total year Expense projection is \$161.6 million, the same as adopted budget. Expenses through March 31 were \$120.1 million, 74.4 percent of adopted budget, at 75 percent through the year.
3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection remains the same as adopted budget at 24.4 percent (three months) of annual expenses, above the two months (17 percent) policy.

4. The cash balance for period end March 31, 2024, held at the San Diego County Treasury was \$254.3 million from the following funds:
 - \$41.9 million for General Funds, Fund 11 (unrestricted) Fund 12 (restricted).
 - \$54.4 million for the Capital Outlay Fund 41
 - \$152.1 million for the General Obligation Bond Series B and C, Fund 43
 - \$5.5 million of the Debt Service, Fund 29
 - \$0.4 million for Fund 61-Self Insurance and fund 73-Student Center Fees
5. The cash balances for the period ending March 31st, 2024, held at local banks were \$2.7 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 March 31, 2024, was \$35.0 million, a net increase of \$1.4 million (4.3 percent return for the quarter, and 10.1 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 March 31, 2024, is 136 percent funded.
7. 2023 Lease Revenue Bond (LRB), held in the US Bank Trust Account, had a balance of \$50,260,088 at the end of March 31, 2024, an increase from the December 31, 2023, balance of \$50,030,951. The interest earned for the quarter was \$229,137 from the 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. There are three facilities projects that will utilize the LRB funds, with commitments to start near the end of the fourth quarter.

RECOMMENDATION

For information only.

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

DATE: May 16, 2024

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, March 31, 2024

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 of March 31, 2024 \$102,303,802
- FY24 Actual YTD to Projected Budget 62.9%

Expenses

- FY24 Adopted Budget \$161,556,863
- FY24 Projected Budget \$161,556,863
- FY24 Actual as of March 31, 2024 \$120,143,851
- FY24 Actual YTD to Projected Budget 74.4%

Cash Deposits and Investments, Quarterly Report of Investments

Balance, 3/31/2024

- Total Cash in the County pooled investment fund (combined funds) **\$254,347,139**
 - Detail by Fund below:
 - General Fund 11 & 12 \$41,938,680
 - Capital Outlay Fund 41 \$54,425,268
 - General Obligation Bond Fund 43 \$152,051,796
 - Debt Service Fund 29 \$5,558,138
 - All Other Funds (Fund 61-Self Ins, Fund 73-Student Ctr Fees) \$373,257
 - Rate of Return Fiscal YTD 2.78%
 - Cash in bank deposits \$2,554,960
 - 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 \$35,017,461
 - Rate of Return Fiscal YTD (Annual Target 5.5%) 10.10%
 - Funded Accrued Liability 136.1%

2023 Lease Revenue Bond (LRB) Trust Fund

- Capital Outlay Fund 41 for LRB defined projects \$50,260,088



Quarterly Data

MIRACOSTA

Fiscal Year: 2023-2024

Quarter Ended: (Q3) March 31, 2024

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 | 38,546,077 | 40,063,036 | 54,415,564 | 43,828,106 |
| H.2 | Cash, borrowed funds only | 0 | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 38,546,077 | 40,063,036 | 54,415,564 | 43,828,106 |

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 | 102,303,802 | 63.0 % |
| 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 | 102,303,802 | 62.9 % |
| J. | Expenditures | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 145,531,863 | 145,531,863 | 104,256,611 | 71.6 % |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 16,025,000 | 16,025,000 | 15,887,240 | 99.1 % |
| J.3 | Total Unrestricted Expenditure (J.1 + J.2) | 161,556,863 | 161,556,863 | 120,143,851 | 74.4 % |
| K. | Revenues Over (Under) Expenditures (I.3 - J.3) | 1,018,352 | 1,018,352 | -17,840,049 | |
| 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 | 20,554,943 | |
| 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.)

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

This year?

Yes No

Next year?

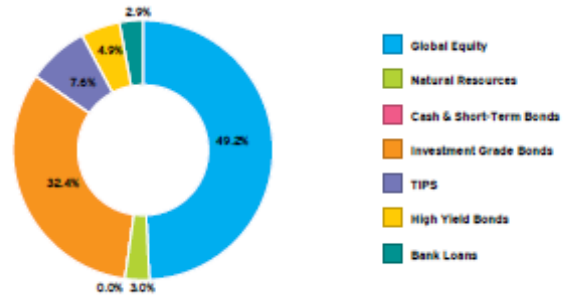
Yes No

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, 3Q 2023-2024

Change in Portfolio - 3rd Quarter of Fiscal Year 2024 **Asset Allocation**

| | |
|-------------------------------------|-------------------|
| Portfolio Value on 12/31/2023 | 33,583,522 |
| Contributions | - |
| Withdrawals | - |
| Change in Market Value | 1,242,921 |
| Income Received | 201,214 |
| Portfolio Fees | -10,196 |
| Portfolio Value on 3/31/2024 | 35,017,461 |



Trailing Period Performance

| | 3Q24 (%) | 1 Yr (%) | 3 Yr (%) | 5 Yr (%) | 10 Yr (%) | 15 Yrs (%) | Since Inception (%) | Inception Date |
|---------------------------------------|----------|----------|----------|----------|-----------|------------|---------------------|----------------|
| Mira Costa Community College District | 4.3 | 13.0 | 3.0 | 6.2 | 5.4 | N/A | 7.4 | Jul-09 |
| Policy Benchmark | 3.6 | 12.2 | 2.7 | 6.5 | N/A | N/A | N/A | |

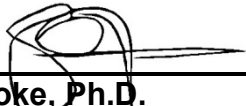

Fiscal Year Performance

| | 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 | 10.1 | 7.9 | -12.2 | 20.2 | 4.4 | 5.9 | 7.0 | 9.2 | -0.9 | 2.7 | 11.9 |
| Policy Benchmark | 9.4 | 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: Office of the President Update | Attachment: None |
| Category: College-Related Reports | 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> |
| Recommended:  _____ Sunita V. Cooke, Ph.D. Superintendent/President | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

Inclusion, Diversity, Equity, and Accessibility (IDEA)

Office of IDEA/Chief IDEA Officer

Bias Education Webinar Series

The Bias Education Support Team (BEST) hosted monthly bias education webinars with featured speakers to raise awareness around anti-semitism, anti-DEI bias in higher education, anti-Blackness, anti-immigration bias, anti-LGBTQIA+ bias, Islamophobia, and anti-trans bias. The webinars were recorded and can be viewed on the [BEST website](#).

Facilitated Dialogue

The Office of IDEA and Student Affairs collaborated with the National Conflict Resolution Center (NCRC) to offer facilitated dialogue circles for employees and students to share their thoughts and experiences on how the war in Gaza personally impacted them. The goal of the sessions was to create a non-hierarchical, brave space for everyone’s voice to be heard, honored, and supported by trained NCRC facilitators.

Futures Thinking

MiraCosta College now offers two futures thinking courses: "Developing A Futures Mindset" for employees and "Fundamentals of Futures Thinking" for external individuals/organizations. Monthly Signal Spotters! meetings began in February to cultivate a futures thinking community at the college. Each meeting is open to all employees and explores signals using the two-curves framework. May’s session will focus on AI’s current and future impacts given its rapid evolution.

Employing Abilities Certificate Pilot

In January, the Office of IDEA and HR concluded a pilot with the American Association of Community Colleges (AACC) and the Society for Human Resources Management (SHRM), deploying SHRM’s Employing Abilities Certificate focused on the recruitment, hiring, and retention of employees with disabilities. The college’s final report emphasized the benefits of the certificate,

especially to supervisors, and the importance of an easy-to-use software platform. MiraCosta was one of three colleges in the pilot designed to inform the planned launch of the certificate statewide.

Updates to the IDEA Website

Several additions to the IDEA website have been made through the work of the IDEA advisory, accessibility workgroup, and Equal Employment Opportunity advisory committee, including new pages dedicated to accessibility, futures thinking, MiraCosta's land acknowledgement, and information on updating employee sexual orientation and gender identity (SOGI) data.

Culturally Responsive Practices and Pedagogy Grant

A cohort of 20 faculty and staff completed the USC Equity Minded Teaching Institute in Fall 2023 as part of Year One activities for the grant awarded to MiraCosta from the Chancellor's Office. Art faculty member Xuchi Eggleton has partnered with Wendy Stewart to provide leadership for the next phase of the grant, which includes hosting multiple "listening sessions" to garner faculty input on the current components of what will be a scaled program.

Campus-wide Book Reads

Employees have obtained over 600 copies as well as accessed books and audiobooks via the MiraCosta Library for both campus book reads: "We Want to do More Than Survive" by Dr. Bettina Love and "We Are Not Here to Be Bystanders" by Linda Sarsour. Dr. Love provided an on-campus speech in February, and Joyful Teacher Jim Sullivan hosted multiple book clubs throughout the year to discuss each book. The IDEA Advisory has sent out a call for campus book read recommendations for the 2024/25 academic year, to be announced at All College Day in the fall.

Student Equity

Student Equity Welcomes New Positions

The department has initiated interim hiring for two temporary full-time specialist positions dedicated to addressing Latine/x/o/a and Black student populations' unique needs. The positions will work collaboratively with ASE programs and department programming, as well as assist in the planning and development of the Black Resource Center and Latine/x/o/a Center, planned to open in 2026. Hiring is underway for a full-time program manager for ASE programs to provide support and leadership to the now seven programs serving disproportionately impacted students identified in the Student Equity Plan.

Social Justice and Equity Center (SJEC)

The SJEC continues to coordinate the implementation of History and Heritage Months, which celebrate identity and culture while emphasizing career exploration. Activities were streamlined in the 2023/24 academic year to focus on a few key seminal events offered each month.

GEAR UP For College Summer Program

The program is preparing for the ninth cohort of OUSD high school students invited to come to MiraCosta for four weeks in the summer to enroll in a 3-unit UC/CSU transferable course with support for no cost to the student. To date, 173 students have completed an interest form, and participants will have the option to enroll in one of four course options: COMM 101, COMM 215, SOC 101, or SOC 230. Program participants who come to MiraCosta College post-high school graduation demonstrate increases in semester-to-semester retention, course completion, and degree completion.

Summer Bridge

The Umoja Summer Bridge Program is celebrating 33 years of serving students from various high schools in North County San Diego and beyond. Twenty-nine students are currently enrolled to

attend this summer to complete BLST 100 Introduction to Black Studies and participate in academic, student success, and leadership workshops in a nurturing environment.

Academic Success and Equity Programs (ASE)

ASE programs collaborated with the Career Center to host two "ASE and Career Center Mixer" events this spring. These events gave students insights into internships and job applications, preparation for the spring Job and Internship Fair, and exploration of majors and careers. ASE is working on deploying a survey to gather feedback from students and align efforts with Guided Pathways.

Individual Program Updates

- *Mana*: This semester, Mana students had opportunities to connect with Pasifika professionals at MiraCosta College and local universities through their weekly Talanoa meetings. Topics included social activism, politics, health, and sustainability. These connections allowed students to learn from faculty in the MiraCosta Ethnic Studies department and from potential transfer destinations. Students visited CSU Dominguez Hills, where they attended an event at the Asian and Pacific Cultural Center.
- *Puente*: The Puente program organized immersive visits to six California university campuses this academic year, including an excursion to the University of California, Berkeley. Puentista Kenneth Pilco was selected as one of MiraCosta's 2024 Medal of Academic Merit recipients. Puente hosted an end-of-the-year graduation ceremony to honor graduating Puentistas.
- *Resources and Assistance for Former Foster Youth (RAFFY)/Next UP*: This spring semester, RAFFY students have engaged with their peers in multiple spaces and events that have helped them connect to resources, services, and each other. These spaces include, but are not limited to, support circles, gardening in small spaces workshops, journaling workshops, university tours, and welcome-back events. MiraCosta was awarded funds for a NextUp program focused on providing current and former foster youth with additional resources to complement the current RAFFY program. RAFFY/Next Up planned several events throughout the spring 2024 semester, including a CSUSM Open House and the RAFFY/Next Up Recognition Ceremony.
- *Students' Pride in Honoring our Existence (SPHERE)*: In the fall 2023 semester, SPHERE organized 29 events, serving over 354 individuals, and collaborating with the Library, CARE, SJEC, Student Life and Leadership, and ASE. These events included the Lavender Welcome, finals study jams, the banned books exhibit, the LGBTQIA+ book club, and the National Coming Out Day mixer. In the spring semester, students attended the CCC LGBTQ+ Summit Watch Party and Black Identity Development conference, resulting in scholarships for students. The Lavender Welcome event featured a clothing drive and community resource fair in partnership with Queerchata, Vista Community Clinic, SJEC, Service Learning, Health Services, North County LGBTQ+ Resource Center, GSA, and UPRISE. The SPHERE book club continued, and Pride Days events advocated for all-gender restrooms.
- *Transitions Scholars*: The Transitions Scholars program met with Palomar College's Rising Scholars program and participated in several statewide meetings. The program worked with MiraCosta's Human Resources department to advocate for the inclusion of formerly incarcerated students in the hiring process and the workforce. The program

created internship positions and hired student workers to build a peer mentoring program. Recognizing higher rates of housing, food, and transportation insecurities among students, the program has implemented workshops and referrals to the Department of Rehabilitation, as well as embedding tutors and supplemental instruction in program courses. During April's Second Chance month, the program organized a thought-provoking screening of the film "Dancing in 'A' Yard" at the Concert Hall, drawing an audience of nearly 100 attendees. Transitions Scholar Cody West was selected as one of MiraCosta's 2024 Medal of Academic Merit recipients.

- *Umoja*: The Umoja program received funding from the California Community College Chancellor's office to enhance services and resources and develop core campus programming related to career and transfer readiness and cultural exploration. This funding has expanded support for students' basic needs and CARE resources, enabling the counselor coordinator to conduct regular check-ins with students to monitor their academic progress and provide assistance. Students have benefited from robust professional development opportunities through conferences and expanded academic opportunities, including a STEM-focused trip to historically Black colleges and universities over spring break.
- *Undocumented People Rise in Solidarity and Empowerment (UPRISE)*: The UPRISE program has offered multiple supports and programs for undocumented and mixed-status students, including an internship program, emergency grants, UndocuAlly training, and nationwide conference participation. UPRISE coordinated over 12 events for the 8th annual Undocumented Student Action Week (USAW), including displaying banners at all three campuses and collaborating with Region X community colleges, local public and private four-year universities, the HSI Title V team, Puente, and CARE. UPRISE staff and UndocuAlly champions attended the SUCCESS Convening 2024 and presented at the Council for the Study of Community Colleges. UPRISE Specialist Brayan Astorga participated in a Cultural Leadership Fellowship program in Mexico. Recently, the program conducted an entrepreneurial workshop, an advanced parole workshop, and held the Monarch Celebration honoring 18 students. UPRISE was a sponsor of the Festival de Musica Latina and coordinated a small business mercado at the event.

Office of Institutional Advancement (IA)

The Office of Advancement team includes the Public Information Office (PIO) and the Development/Foundation Office. Combined, the team supports the Alumni Association.

Celebrating MiraCosta College's 90th Anniversary

The MiraCosta College Office of Advancement has implemented a strategic approach to commemorate the college's 90th Anniversary. This initiative aims to engage various stakeholders through celebratory events and activities, fostering a sense of belonging and pride, bolstering philanthropic endeavors, and enhancing the institution's public relations.

The 90th Anniversary campaign has achieved progress in several key areas:

- *Branding*: A digital [toolkit](#) has been developed for event coordinators. This toolkit includes logos, customized wallpapers, and email signatures.

- *Engagement:* A 2024 calendar of activities involves employees, students, alumni, and the broader community - further strengthening their connections to the college. Highlights include:
 - February: Ribbon-cutting ceremony for the Kinesiology, Health and Nutrition (KHAN) Building and Gymnasium Complex at the Oceanside Campus.
 - April: The Athletics Alumnight event was presented by the MiraCosta Alumni Association and the MiraCosta Athletic Department.
 - August: A ribbon-cutting ceremony is scheduled for the Theresia M. Heyden Hall for Nursing and Allied Health at the Oceanside Campus.
 - September: An open house for the Learning Commons will be held at the Oceanside Campus.
- *Online Presence and Social Media:* Establishing a [dedicated anniversary website](#) and robust social media engagement strategies are pivotal in generating excitement, sharing impactful stories, and providing detailed information about upcoming events. To amplify the 90th Anniversary celebrations, a dynamic social media campaign is underway. Platforms such as Facebook, Instagram, and LinkedIn are utilized to engage various demographic groups, share news, and promote events. The campaign features alumni and historical facts, as well as testimonials, which fosters a deeper connection with the community and promotes the enduring legacy of the college.
- *Newsletters:* The weekly MiraCostan e-newsletter to employees showcases 90th Anniversary promotional items and images. In contrast, the monthly Spotlight e-newsletter provides a general overview of all things underway at the college.
- *Public Relations:* The anniversary celebrations serve as a platform to expand the narrative around MiraCosta College's rich history, achievements, and ongoing commitments. This includes disseminating inspiring stories and testimonials showcasing the college's transformative impact on individuals. The "Transforming Lives" series is set to release in May.
- *Media Relations:* Coverage in local media has been secured, with features such as "[MiraCosta College Turns 90 This Year!](#)" by Coast News and "[MiraCosta College celebrates 90 years of excellence and community service](#)" by Carlsbad Business Journal.

National and Statewide Recognition

MiraCosta College was recognized for exemplary public relations, marketing, and communications efforts.

The National Council for Marketing and Public Relations celebrates exceptional achievement in design and communication among marketing and public relations professionals at two-year community and technical colleges—the only contest of its kind focusing solely on this sector.

California Community Colleges Public Relations Organization promotes professional development among California's community college public relations professionals. This year's competition highlighted the exceptional talent across the community college system.

This year, MiraCosta College earned:

- Gold award for original photography - Manipulated
- Gold award for "[Transforming Lives](#)" magazine
- Gold award for "[Ghost Ship](#)," a theater promotion video

- Bronze award for its creatively designed [Fall 2023](#) and [Spring 2024](#) Arts & Events brochure series
- Bronze for the visually striking "[Dancing at Dusk](#)" manipulated photo

Office of Advancement's Financial Support for Students and Campus Programs

The Office of Advancement and the MiraCosta College Foundation's priority remains supporting students through scholarships and direct student aid, while augmenting campus programs.

- *Student Support*
Through the third quarter of the fiscal year, ending March 31, the Foundation supported 556 students with a total of \$463,160 in financial assistance through scholarships and direct student aid.

The spring scholarship cycle closed the second week of April, and scholarships are in the process of being awarded.

- *Direct Student Support*
\$146,532 was provided in direct student support aside from scholarships.
- *Scholarships*
\$337,628 was provided in the form of scholarships through the end of March, with an additional \$60,000 to be awarded in the remainder of the fiscal year.
- *Campus Support*
 - *Campus Program Support*
Through March 31, the Foundation provided a total of \$1,906,863 in general campus program support. This includes the transfer of several grants (including \$500,000 from the Lowe's Foundation) to the district for management since they will be used to purchase equipment. These funds are used across the campus for events, trips, and general program needs where there is a gap in what district funds can provide.
 - *Campus Grants*
The Foundation awarded \$32,090 in grants through the annual Innovation (Mini) Grants cycle. A new cycle will launch early May for FY 2024/25 funding with \$40,000 allocated to the grant. In addition, the committee leading the Hatoff Tapestries Grant awarded \$11,500 in November, supporting Title V activities and Student Accessibility Services.

Government Relations

In partnership with the San Diego and Imperial County Community Colleges Association (SDICCCA), MiraCosta College has revised the [advocacy handout](#) to enhance its effectiveness. The college played a significant role in coordinating the production of an [economic impact video](#), developing key talking points, and participating in in-person meetings with state legislators in Sacramento. In February, Drs. Sunny Cooke and Kristen Gonzales (Huyck) represented the college at the ACCT Legislative Conference in Washington, DC, where they engaged with federal leaders.

MiraCosta College, in collaboration with Senator Blakespear's office, successfully hosted a [town hall](#) that was well-attended by the community. The event focused on the critical issue of fentanyl awareness and safety.

Within the District, MiraCosta College maintains regular and consistent communication with local, state, and federal elected officials, ensuring ongoing engagement and representation at all levels of government.

Media Relations

To share these successes in student support and MiraCosta College's educational excellence, the Office of Advancement's Public Information Office has diligently managed relationships with the media to shape public perception, announce news, and handle crisis communication. Through press releases, media outreach, and monitoring, we aim to increase college awareness, support enrollment goals, and enhance stakeholder relations. From December 2023 to April 2024, MiraCosta had over 409 media mentions and 36 press releases. All are on the [MiraCosta College news page](#).

Notable media mentions:

- 10News: [MiraCosta College unveils new campus building that's more than just a gym](#)
- CBS8: [California gets its first artificial intelligence associate's degree at MiraCosta College](#)

Marketing and Strategic Communications

The Public Information Office at MiraCosta College is crucial in managing and directing the institution's marketing and communications efforts. This office is key to planning and implementing extensive campaigns that elevate the college's visibility and reputation.

- *Enrollment:* As the spring semester nears its end, marketing activities are ramping up to prepare for the summer and fall to increase enrollment and maintain momentum. These efforts utilize both traditional and digital marketing channels, highlighting the college's distinctive programs and success stories.
- *Social Media:* April marked Internship Awareness Month, a time dedicated to showcasing our robust internship programs and celebrating the achievements of our student interns. Throughout the month, PIO highlighted various internship opportunities available to our students across multiple disciplines. Additionally, we shared stories and experiences of current interns on our social media platforms, demonstrating the real-world impact and professional growth these opportunities foster. This effort aims to enhance awareness and encourage more students to engage in valuable, hands-on learning experiences that complement their academic pursuits. Community members can engage with MiraCosta College on social media through several platforms:
 - Linked In: [miracosta-college](#)
 - Facebook: [MiraCostaCC](#)
 - Instagram: [miracostacollege](#)
- *Website:* Staff are reviewing the district's homepage, with a relaunch planned for later this summer to enhance user experience and accessibility. A vendor has been hired to update and improve the functionality and design of the MiraCosta College website's homepage.

Resource Development and Fundraising Success

The Development/Foundation Office develops relationships with foundations, corporations, grantmakers, governmental agencies and individuals to support and raise the profile of MiraCosta College, while managing significant resources that contribute to equal access and student success.

From July 2023 to April 2024, the MiraCosta College Foundation raised \$1,979,826 in contributions, including \$232,455 for Gifts in Kind and a \$500,000 grant from the Lowe's Foundation for the Technical Career Institute.

Campus Needs and Fundraising Priorities

The foundation promoted the college's top funding needs in support of the college's Goal I and Goal II as follows:

- *Financial Support for Students:* 50 percent of MiraCosta College students need financial support to succeed in school; traditional and government financial aid is often not enough, or is unavailable for some students. As a result, financial support to meet the educational and basic needs of our students is our top priority.
- *Endowed Funds for Long-Term Sustainability:* With the rising cost of education, student needs will continue to grow for the next generation of students. Endowed donations are invested for intergenerational growth and the interest earned on the investment is used to fund student and campus needs, such as student scholarships. *Annually, we have an opportunity to raise an additional \$120,000 which will be matched to total \$240,000 added to our endowment.*
- *Program and Campus Needs:* While the MiraCosta College budget supports the majority of campus needs, several critical gaps rely on philanthropic gifts and have significant impact. Priorities this year include programs that support students who have been historically marginalized and need support to close equity gaps.

Foundation Board and Staff Leadership

The foundation continues to work towards onboarding new volunteers and staff.

- *Foundation Board:* The foundation board onboarded four new members, bringing the total to 19 board members. Foundation board members are [featured online](#).
- *Development / Foundation Office Staff:* Six permanent employees, totaling 5.5 FTE, are on staff as of May 2024.
 - Kathryn Phelan has been hired in the position of Grants Specialist (.6 FTE) and began on May 1.

LIFE (Learning is for Everyone)

The Oceanside LIFE group continues to be an engaged group of community members and donors, providing support in various ways back to MiraCosta College and our students. Our LIFE group and members have responded with great generosity. The Oceanside LIFE group has raised \$11,088 towards their named scholarship fund to date this year.

Alumni Association

MiraCosta College alumni are leaders in our community and give back to our students.

- *Alumni Event:* On April 20, the Alumni Association hosted the inaugural Athletics Alumnight in coordination with the Athletics Department. The event brought together over 75 attendees who varied from athletics alumni of all years from volleyball, basketball, soccer, and football. Attendees were welcomed by Athletics Director Pat Conahan, with speaker Coach Clete Adelman, and women's volleyball alumni Chloe Tripp. A special announcement was made to guests for teams to participate in the beginning plans of an athletics Hall of Fame. See photos from the event here: [04.20.24 Athletics Alumnight 2024 - MiraCosta College \(smugmug.com\)](#)

- *Alumni Giving Day*: The Alumni Association's first-ever Alumni Day of Giving was hosted on Wednesday, May 1. Donations go towards the Alumni Association scholarship, increasing funding to award to current students transferring from MiraCosta. The endowment is awarding its second scholarship this spring 2024. Digital assets have included videos, e-newsletters, and social media posts, hitting all social media channels. A total of \$1,500 has already been raised towards these efforts.
- *2024 Commencement*: Plans are underway to welcome the newest class of Alumni into the Association, at the May 2024 Commencement celebration. The goal is to increase current alumni membership by 50 percent.

Office of Research, Planning, and Institutional Effectiveness (RPIE)

Since the last report in November, RPIE has kept busy supporting many different initiatives and programs across the district. The office continues to analyze results from the Sense of Belonging survey administered late in the fall 2023 semester, multiple campus presentations have been provided, and a new dashboard of the results will be released this month. RPIE continues to support the Racial Equity for Adult Credentials in Higher education (REACH) project with qualitative and quantitative research projects. We have also provided data coaching support for the Counselor Institute as well as for the college's professional learning program, Juntos Podemos. On the instructional side, we presented data to both scheduling summits this spring and supported the Academic Calendar taskforce with a survey and other research support. The office continues to support the research needs of the English and math departments as they address on-going requirements from AB1705. The office also helped to provide data and information for various compliance and general reporting requirements. For example, the office verified the headcount for Perkins funding, completed IPEDS data submissions, submitted data for the Annual Survey of Colleges and Peterson's Guide to Colleges, completed the ACCJC Annual Report, and submitted a waiver report to maintain Hispanic Serving Institution (HSI) status and remain eligible for federal Title V grants. RPIE is also heavily involved in the Adult High School (AHS) self-study, providing key data charts/tables and writing significant sections of the report. RPIE continues to support the college's efforts around student learning outcomes, providing technical support for faculty in inputting CSLO assessment results into Anthology (SLO software), monitoring the progress of CSLO assessments districtwide, analyzing core competency assessments, and adding course student learning outcomes results to the new CSLO dashboard. We are part of a team from the Outcomes Assessment Committee (OAC) investigating CANVAS as the main platform for CSLO and core competency assessments. Lastly, the entire team spent some time this semester formalizing our Tableau dashboard documentation (for over 120 dashboards) in Confluence in preparation for the transition to Tableau Cloud. Also related to Tableau, the RPIE team has been leading the California Community Colleges Tableau User Group (CCC-TUG) for the past year, sharing their data visualization expertise with colleagues across the state – indeed, Lisa Trescott was selected to present at the recent Tableau Conference held at the end of April.