



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – NOVEMBER 21, 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 October 17, 2024
 - B. Regular Meeting of October 17, 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. Student Success and Equity Metrics

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Employment Contract for Professional Expert
- C. Approve Increase to Hourly Pay Rates Effective January 1, 2025, and Set Minimum Wage to \$16.50
- D. Approve Revised Request to Travel to London, England, from July 8-15, 2024, to January 8-15, 2025, for Ruben Gomez and Rick White
- E. Notice of Completion- Bid #C11-24 OC Library Roof Replacement Project
- F. Notice of Completion- Bid #C14-23 OC Barrier Removal Project
- G. Approve Purchase of Nuventive Improve Software
- H. Ratify and Approve Contracts and Purchase Orders

VIII. ACTION ITEMS

- A. Establish Date and Time of Annual Organizational Board Meeting
- B. Adopt Resolution No. 5–24/25 Granting Emeritus Trustee Status to George McNeil

IX. INFORMATION

- A. Annual Financial and Budget Report
- B. First Quarter Fiscal Report
- C. Municipal Storm Water Management Plan Annual Implementation Update

X. 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

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XII. ADJOURNMENT

UPCOMING MEETINGS

4 p.m. – December 19, 2024
Board Organizational Meeting
Tentative

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

MINUTES OF CLOSED SESSION MEETING

OCTOBER 17, 2024
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, October 17, 2024, in Room 1116 at the San Elijo Campus. President Rick Cassar called the meeting to order at 2 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

George McNeil

Jackie Simon

Board Members absent:

Frank Merchat

Anna Pedroza

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President Charlie Ng

Others present:

Legal Counsel Randy Winet (virtually)

Legal Counsel Pilar Morin (virtually)

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke, Assistant Superintendent/Vice President Charlie Ng, and virtually by Randy Winet and Pilar Morin, 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: 2
(Pursuant to Government Code section 54957)
- C. Conference with Legal Counsel
(Pursuant to Government Code section 54956.9(d)(2))
Existing Litigation, Number of Potential Cases: 1
- D. Conference with Legal Counsel
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 1

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

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

- A. **Conference with Labor Negotiators**
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng
Employee organizations: All Groups
No report.
- B. **Employee Discipline/Dismissal/Release, Number of Potential Cases: 2**
(Pursuant to Government Code section 54957)
No report.
- C. **Conference with Legal Counsel**
(Pursuant to Government Code section 54956.9(d)(2))
Existing Litigation, Number of Potential Cases: 1
Conference with legal counsel - anticipated litigation with employee number 07266287;
by unanimous vote, authority to settle granted.
- D. **Conference with Legal Counsel**
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 1
No report.

VI. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

OCTOBER 17, 2024
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, October 17, 2024, in Room 1131 on the San Elijo Campus. President Cassar called the meeting to order at 4 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

George McNeil

Jackie Simon

Rahime Demirci (Student Trustee)

Board Members absent:

Frank Merchat

Anna Pedroza

Administrators present:

Superintendent/President Cooke

Assistant Superintendent/Vice President Tim Flood

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Alketa Wojcik

Assistant Superintendent/Vice President Charlie Ng

III. APPROVE MEETING MINUTES

A. Tour of Learning Commons on September 5, 2024

B. Special Meeting/Closed Session of September 5, 2024

C. Workshop of September 5, 2024

D. Special Meeting/Closed Session of September 12, 2024

E. Regular Business Meeting of September 12, 2024

By motion of Trustee Simon, seconded by Trustee Clendening, the board approved the minutes of the Learning Commons Tour of September 5, 2024, the minutes of the special meeting/closed session of September 5, 2024, the minutes of the workshop of September 5, 2024, the minutes of the special meeting/closed session of September 12, 2024, and the minutes of the regular business meeting of September 12, 2024.

Vote: 5/0/0
Aye: Cassar, Clendening, Conklin, McNeil, Simon
Abstentions: None
Absent: Merchat, Pedroza

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

Dean Al Taccone welcomed trustees and attendees. With enrollment up 900 students this fall at the San Elijo Campus, Dean Taccone credited the good work of MiraCostans who have created scheduling and support services that are meeting the needs of students. He shared some of the upcoming events taking place at the San Elijo Campus, including a Hispanic Networking breakfast on November 18.

Assistant Superintendent/Vice President Denée Pescarmona welcomed the new Executive Director for the Technical Career Institute Tom Tubon, who joined MiraCosta in his new role on September 30.

Community member Carrie Elwin, representing Cardiff 101 Main Street, a non-profit organization that advocates for Cardiff residents and business, spoke about the Farmers Market held on Saturdays at the San Elijo Campus. She expressed concern about the fees charged to Cardiff 101 for the use of the college's parking lots each Saturday.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Technology Plan Progress Update

Associate Vice President/Chief Information Systems Officer Dr. Anthony Maciel, Interim Director of Technology Support Services Shanon Macintyre, Department Chair and Faculty of Computer Studies and Information Technology Steve Isachsen, Faculty of Computer Studies and Information Technology Rick White, Director of Enterprise Application Services Jim Dorris, and Director of Security and Infrastructure Systems Cornel Ruston provided an insightful update on the five-year Technology Plan. Key elements were covered, including contributors, the plan progress timeline, year-one and year-two strategies and initiatives, technology futures signals, and goals. Progress on the plan's goals, strategies and initiatives were listed and explained on the slides by the presenters. Shanon Macintyre noted the college now has 31 hyflex enabled classrooms, easily accessible training, and the Library/ITS offers a wide variety of instructional technology applications designed to meet students where they are.

Professors Isachsen and White highlighted the remarkable strides being made in the realm of Artificial Intelligence (AI). They emphasized AI's rapid evolution into a utility and proudly noted that MiraCosta offers the state's first AI degree. This innovative program emphasizes a human-centered approach, fostering deeper connections and nurturing students to become ethical and responsible innovators. They provided details about the degree, the technological tools available to students, the certificate of achievement, and the structured pathways available for students pursuing careers in AI. The Computer Studies Department club continues to offer valuable opportunities for

students to engage with guest speakers and industry experts, while local community partners benefit from the talents of our students.

Jim Dorris reported on enhancements to the automatic degree conferral process and the online graduation application, aimed at streamlining degree and certificate completions for students. The implementation of TargetX, a customer relationship management system, is specifically aiding Guided Pathway Academic and Career Pathway (ACP) teams in reaching out to students and providing essential support. Furthermore, student resources are being digitized to ensure ease of access across all devices.

Cornel Ruston recapped the tabletop ransomware exercise held on March 18, which involved 90 participants from MiraCosta. This realistic simulation was instrumental in assessing the college's preparedness for cybersecurity incidents, highlighting the importance of a clear communication plan and timely decision-making. Ruston noted that comprehensive risk assessments, aligned with industry standards, have been conducted. Continuous monitoring is crucial to safeguard the district's information assets, and this proactive approach has earned MiraCosta a low-risk IT security rating, positively impacting insurance costs. Dr. Maciel thanked the Technology Advisory Committee and all contributors, stating it is a district-wide effort.

The board expressed their appreciation for the significant progress and diligent efforts made thus far, recognizing the commitment to enhancing technology and student success.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Ratify Memorandum of Understanding 24-01 with the Associate Faculty**
- C. Ratify Memorandum of Understanding 24-06 with the Faculty Assembly**
- D. Approve Equal Employment Opportunity Annual Certification Form for Academic Year 2023/24**
- E. Approve Reorganization Within the Inclusion, Diversity, Equity, and Accessibility Department**
- F. Approve Release Time for Classified Staff Recognition**
- G. Approve 2025/26 Academic Calendar**
- H. Approve Out-of-Country Travel for Art Associate Faculty**
- I. Approve the Study Abroad Association (SAA) Faculty-Led Study Abroad to Japan – Summer 2025**
- J. Approve Association for Social Anthropology in Oceana Conference Attendance in Nadi, Fiji – Spring 2025**
- K. Approve Guaranteed Maximum Price and Corresponding Change Order to Design-Build Services Contract for the Oceanside Communications Hub, Equity Village and Student Center Project**
- L. Approve Award of Contract to Universal Engineering Services (UES) for Special Inspection and Material Testing Services on Oceanside Communications Hub, Equity Village and Student Center Project**

- M. Approve Award of a Contract to NV5 for Geotechnical Soils Observation and Material Testing Services on Oceanside Communications Hub, Equity Village and Student Center Project**
- N. Approve OCN ADA Barrier Removal Settlement Agreement with Ayuma House Planning Company**
- O. Approve Master Service Agreements for RFP No. 01-25, Ongoing DSA Construction Materials Test/Inspection Services**
- P. Approve FF&E IT Purchase of Extron and Samsung Electronic Supplies for OCN ChemBiotech Building**
- Q. Approve Master Services Agreement with OpenClassrooms for California Apprenticeship Initiative Grant**
- R. Ratify and Approve Contracts and Purchase Orders**

Consent Item G was pulled from the agenda.

By motion of Trustee McNeil, seconded by Trustee Clendening, consent items A-F and H-R were approved.

Vote: 5/0/0
 Aye: Cassar, Clendening, Conklin, McNeil, Simon
 Abstentions: None
 Absent: Merchat, Pedroza

By motion of Trustee Simon, seconded by Trustee McNeil, consent item G was approved.

Vote: 5/0/0
 Aye: Cassar, Clendening, Conklin, McNeil, Simon
 Abstentions: None
 Absent: Merchat, Pedroza

VIII. ACTION ITEMS

A. Adopt the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the contract as stated.

Vote: 5/0/0
 Aye: Cassar, Clendening, Conklin, McNeil, Simon
 Abstentions: None
 Absent: Merchat, Pedroza

B. Approve Award of a Design-Build Services Contract for RFQ/P #MM-24-002 Oceanside B4700 Professional Development Renovation Project and Approve Resolution No. 4-24/25

By motion of Trustee McNeil, seconded by Trustee Conklin, the board approved the award of a design-build services contract for RFQ/P #MM-24-002 Oceanside B4700 Professional Development Renovation Project and adopted Resolution No. 4-24/25 as stated.

Vote: 5/0/0
 Aye: Cassar, Clendening, Conklin, McNeil, Simon
 Abstentions: None
 Absent: Merchat, Pedroza

C. Appoint Independent Citizens' Bond Oversight Committee Members

By motion of Trustee Clendening, seconded by Trustee McNeil, the board appointed Independent Citizens' Bond Oversight committee members (Michael Krival, at-large community member; Ellen Marciel, senior citizens' organization; Brandon Quandt, student; Gigi Gleason, at-large community member).

Vote: 5/0/0

Aye: Cassar, Clendening, Conklin, McNeil, Simon

Abstentions: None

Absent: Merchat, Pedroza

IX. INFORMATION ITEMS

A. Sunshine the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2025

The sunshine of the MiraCosta College Faculty Assembly initial proposal to the MiraCosta Community College District was provided for information.

X. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Clendening expressed gratitude to the College and the Foundation Board for their support of the Gentlemen Gourmet Dinner, hosted by the North County African American Women's Association, which both she and Trustee Cassar attended, and she praised the opening of the Frontwave Arena. She also attended the CSU San Marcos Report to the Community with Trustee Pedroza and Oceanside's Finest Basketball event, which promotes affordable activities for the community. Trustee Clendening also participated in a webinar on social mobility hosted by CSU San Marcos and along with Trustee Conkin, the League of Women Voters' 49th Congressional District Candidate Forum alongside.

Trustee Conklin has been actively involved in voter engagement and has participated in many Get Out the Vote efforts. She attended a Meet and Greet with the Encinitas City Council at the San Elijo Campus and a Proposition 36 Town Hall with the District Attorney and President Cassar. She volunteered at the Youth Political Event at Oceanside High School, focusing on young voter engagement. She also attended the North County LGBTQ Gala in support of their new space in Oceanside.

Trustee McNeil attended the Facility Liaison meeting with Trustees Cassar and Merchat. He congratulated Vice President Flood and his team for their achievements. Additionally, he supported MiraCosta athletics by attending many soccer and volleyball games, and he shared the current first place ranking that both the women's and men's soccer teams have achieved.

Trustee Cassar attended an information session hosted by MiraCosta College's Dr. Ha regarding Propositions 33 and 36. He attended an orientation for the two Trustee Area 5 candidates as well as a candidate meet and greet hosted by the MiraCosta Foundation and Faculty Assembly.

B. Students

Student Trustee Rahime Demirci reported the Associated Student Government (ASG) facilitated a question panel for the City of Oceanside, providing a platform for student engagement. Additionally, and 6-8 students will attend the upcoming California Community College Student Advocacy Session, demonstrating MiraCosta's commitment to student representation at the state level. Rahime also mentioned that students will attend the Community Leaders Breakfast on October 18.

C. Classified Employees

Interim Classified Senate (CS) President Carl Banks congratulated Omar Jimenez, who is now on parental leave. Banks will serve as interim Classified Senate president until mid-January, and Kimberly Holmes has filling the role of interim vice president during this same time. The End of Year Celebration is scheduled for December 20 at El Camino Country Club, and he encouraged all to attend.

D. Faculty

Academic Senate (AS) President Curry Mitchell shared the college is currently focused on the Common Course Numbering project, starting first with six departments. In Phase 2, an additional 12 departments will be included.

The Academic Senate has initiated a task force to explore faculty needs related to AI topics and technologies. Given the complexity of the subject, the task force plans to organize a small conference featuring breakout sessions and poster presentations to facilitate learning and discussion.

Jim Sullivan has launched four strands for teaching and learning, providing a structured approach to support faculty development. He sends a weekly newsletter highlighting one of these strands every Friday. These initiatives underscore our commitment to advancing academic excellence and supporting faculty in emerging areas like AI and innovative teaching strategies

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported the spring 2024 class schedule is now available on SURF, and registration begins on November 4. Counselors and staff are ready to assist students in making informed decisions about their education plans and courses.

MiraCosta College is in the final stages of the Adult High School Accreditation process, moving closer to completion.

Over the past year, MiraCosta College received \$1.34 million to support faculty in developing Zero Textbook Cost (ZTC) pathways. MiraCosta is among the top three colleges in the state, leading the way in creating course pathways where students no longer need to worry about textbook costs. Forty percent of the course sections in upcoming spring semester are expected to be ZTC. This initiative, which will save students hundreds of dollars each semester, will use grant funds to hire a classified professional as an instructional designer to support faculty in implementing ZTC resources. MiraCosta is proud to lead the

state in advancing this important work to reduce student costs and improve access to education.

2. Student Services

Assistant Superintendent/Vice President Wojcik reported a group of four students and three MiraCostans recently traveled to Ghana to attend the All African Diaspora Education Summit. For many students, it was their first time traveling, and the long, emotionally packed days profoundly impacted the 350 attendees participating in this life-changing experience. Students reflected on their experiences through daily vlogs, sharing what each day meant. The insights gained from this experience were profound, and the group is deeply grateful to the Board of Trustees for their support.

The move to the new Student Services Building has begun with a phased move-in process. The building, the largest on campus, is functional and beautiful, thanks to the tireless work of facilities and ITS teams who have been on-site day and night for the last three weeks to ensure a smooth transition. A tour and ribbon-cutting ceremony are scheduled for November 18 at 10 a.m.

3. Administrative Services

Assistant Superintendent/Vice President Flood reported MiraCosta College's Health and Wellness Hub has been recognized as a Regional Best Project by ENR California, competing against universities for this prestigious honor. Additionally, the MiraCosta College received the CMAA Project Achievement Award and is a San Diego Taxpayers Association's Golden Watch Award finalist. Flood thanked everyone involved in making these achievements possible. He also thanked everyone who worked tirelessly to ensure that the Student Services Building was ready for our programs and services to move in smoothly.

4. Human Resources

Assistant Superintendent/Vice President Ng reported MiraCosta College is preparing for faculty recruitment for the fall 2025 semester, with efforts underway to ensure a smooth and successful process.

The Leadership Program, funded by an EEO grant, has received favorable feedback from participants and presenters, highlighting the program's effectiveness in supporting leadership development across the college.

A pilot program for onboarding is being finalized, aimed at enhancing the onboarding experience for new employees.

Negotiations with the Faculty Assembly are ongoing as the college works collaboratively on key initiatives.

F. Superintendent/President

This morning began with a productive session at the Junior Achievement Board, where discussions centered around creating career exploration opportunities for young people and continue the focus on early career awareness in middle school and further exploration in high school. During the presentation, Cooke highlighted

MiraCosta's involvement in regional K-16 apprenticeship programs, which includes a \$13 million investment in K-12 career pathways.

MiraCosta College is also a leader in work-based learning, particularly in the biotech sector, with \$10 million dedicated to building a strong talent pipeline. Additionally, \$3.5 million has been allocated to cybersecurity, business, and allied health apprenticeships. Businesses need to engage in these efforts to help develop an inclusive and diverse workforce for the future, including incentives to support small businesses in welcoming apprentices. More details will be shared at the Community Leaders Breakfast on October 18, featuring stories of MiraCosta's generational impact, moderated by Alketa Wojcik, with panelists Mark Richards, Omar Jimenez, and Esther Nair.

Next week, Southwestern Community College will host a signing ceremony for AB91, a legislative initiative allowing students from Mexico who live within 50 miles of our border to take courses at in-state tuition rates at one of the San Diego and Imperial Counties Community Colleges.

Several MiraCosta College Trustees will travel to Seattle for a trustee conference, where President Cassar will be a panelist in a breakout session.

Cooke thanked Kristen Gonzales for her involvement in the numerous Get Out the Vote events, and she commended all who worked on the new Student Services Building in which employees are moving into this week.

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

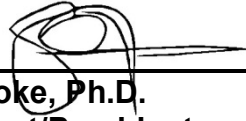
XII. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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

Subject:	Attachment:
Report on Student Success Metrics	Student Success Metrics Presentation
Category:	Type of Board Consideration:
Presentations	<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 checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In support of MiraCosta College’s focus on improving student success and equity outcomes for students, the board receives regular reports on issues of academic quality and tracks measures of student success. The board regularly monitors and analyzes leading and lagging metrics associated with the guided pathways framework in keeping with the Accrediting Commission for Community and Junior Colleges (ACCJC) standards.

STATUS

This report presents the most recent metrics, trends, and analyses from the leading and lagging indicators for College’s first-time-in-college cohorts in the Guided Pathways Dashboard.

RECOMMENDATION

For information only.

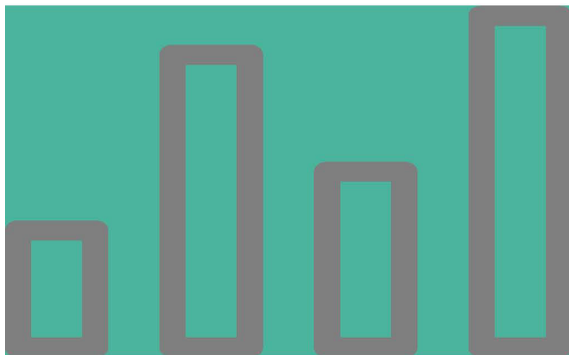
MiraCosta College

Student Success Metrics



Presentation to the Board of Trustees
November 21, 2024

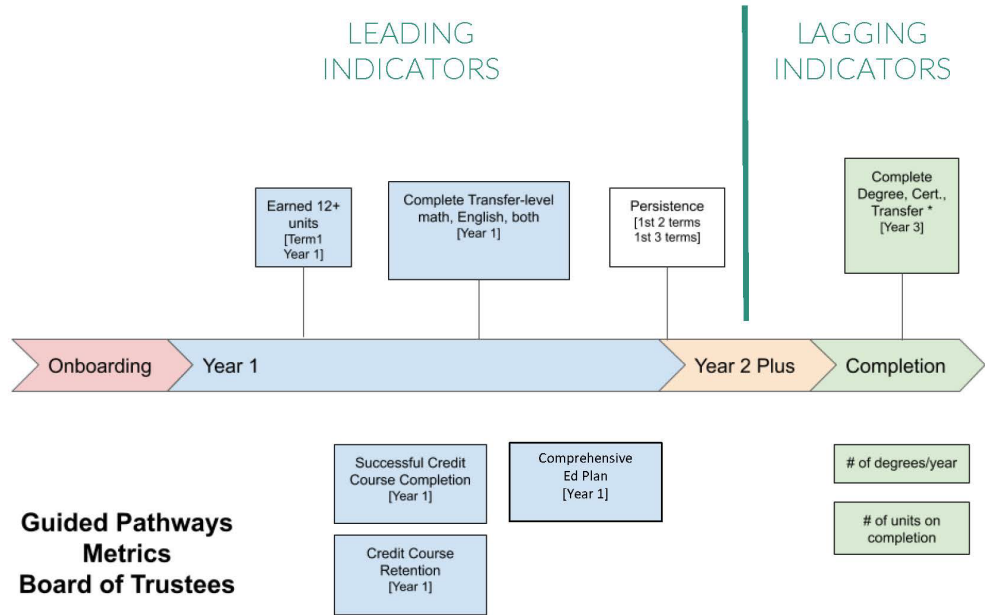
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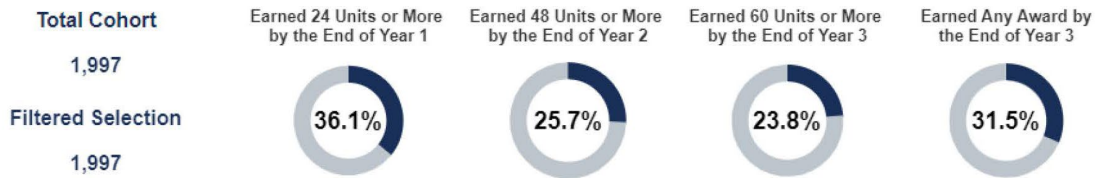
Guided Pathways Metrics

The Guided Pathways metrics were designed to capture progression along students' educational journey from onboarding to completion and/or transfer. The metrics pinpoint critical milestones and accomplishments that serve as leading indicators for completion. As such, these analyses follow cohorts of first-time students to track progress and identify possible barriers to completion.

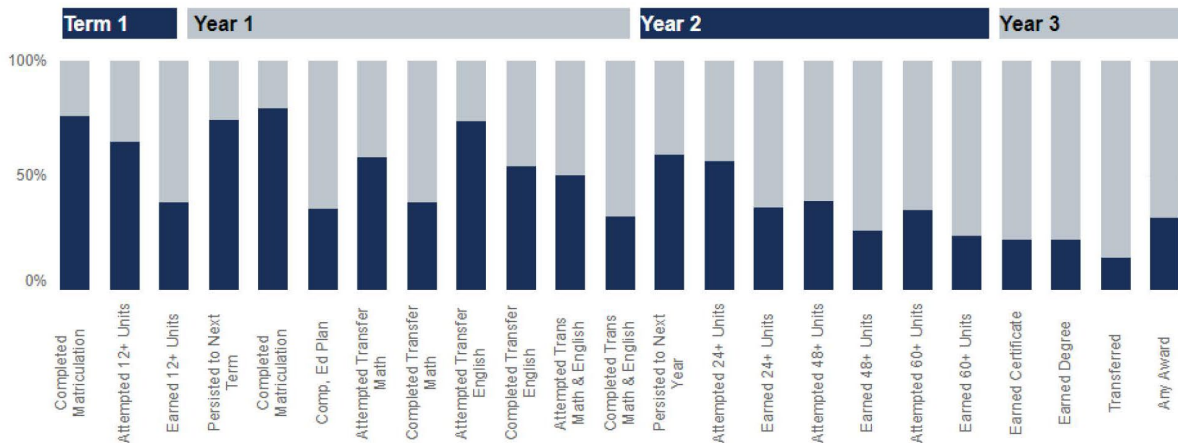
Guided Pathways Metrics



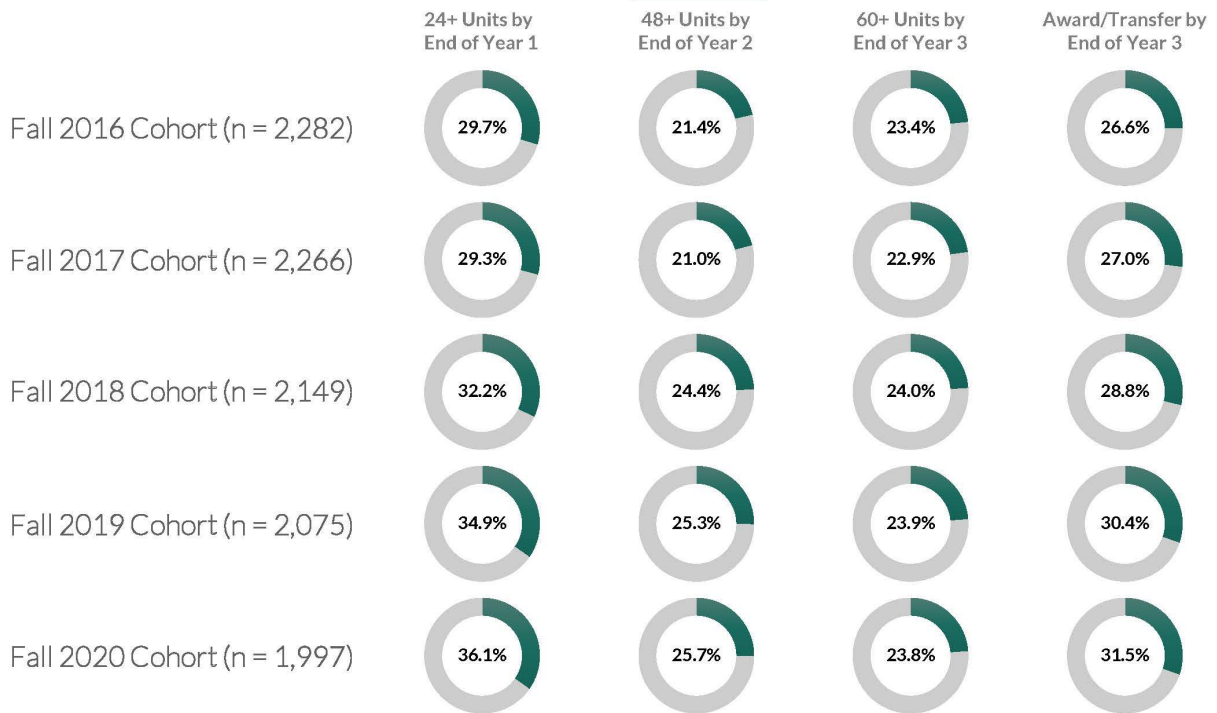
Guided Pathways Metrics (Fall 2020)



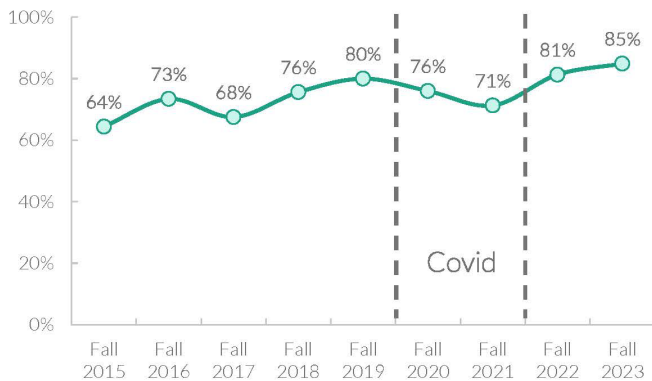
Click the bars below to see the impact of completing or not completing certain metrics.



Guided Pathways Metrics

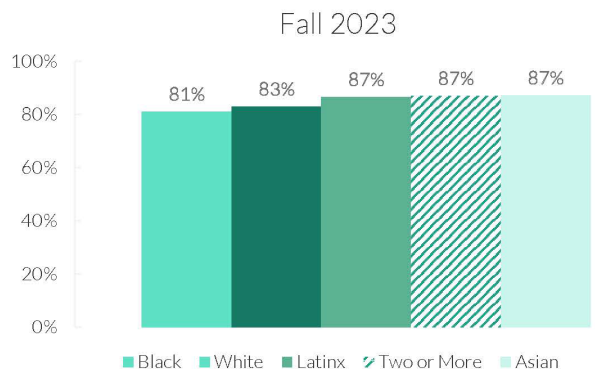


Completed Matriculation (in first term)

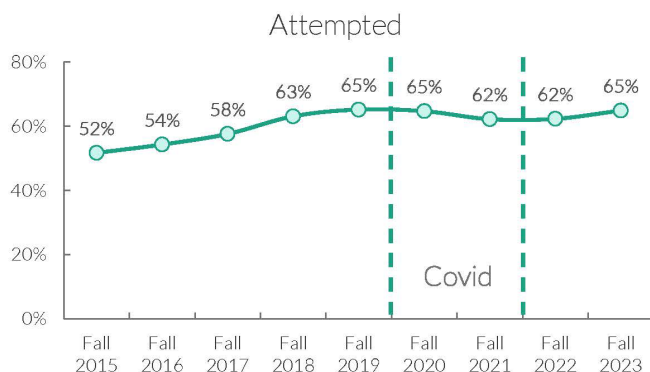


- No DI by race/ethnicity for last three cohorts
- Older students (>30 years) typically experience DI, but no DI for any students by age in recent cohort (but gaps detected)

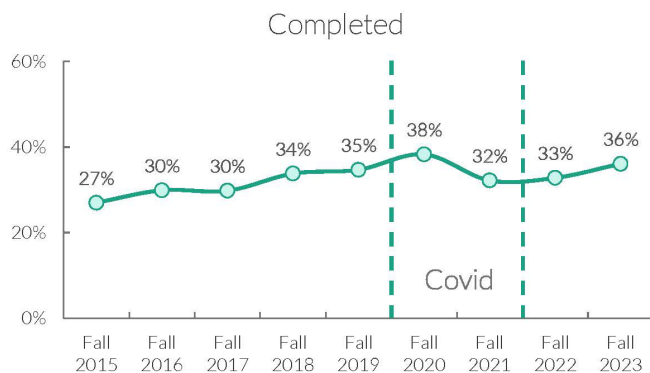
- Steady gains over the past five years were interrupted by COVID; however, Fall 2023 has the highest rates ever
- Increases were highest for Black/African American students (+17%), Latinx students (+14%), and White students (+12%)



Attempted / Completed 12 Units (in first term)



- Increases in latest cohort have washed away the effects of the Covid era
- DI for students older than 25 years, Black/African American students (particularly female students), Latinx students, and First-Generation students



- The percentage of students attempting 12+ units is now slightly higher than pre-Covid levels – preliminary results from Fall 2024 at 68%
- Students 25+ years old and First-Generation students are less likely to attempt 12+ units (Black/AA students in Fall 2023)

Units Attempted in First Term

	Units	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Part Time	1.0 – 3.0	7%	7%	8%	7%	8%	7%	6%
	3.1 – 6.0	10%	11%	8%	10%	10%	9%	10%
	6.1 – 9.0	14%	11%	10%	10%	11%	12%	10%
	9.1 – 11.9	11%	8%	8%	8%	10%	10%	9%
Full Time	12.0 – 14.9	44%	48%	48%	43%	43%	44%	44%
	15.0+	14%	15%	17%	21%	19%	18%	22%

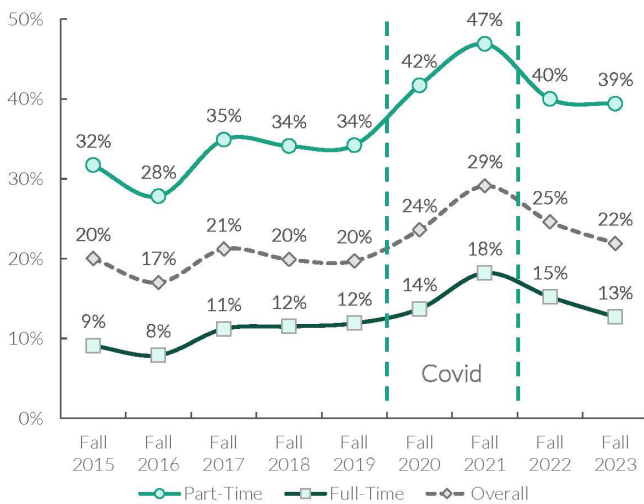
- Most students attempt between 12 and less than 15 units in their first term.
- For those who attend part-time in the first term, the unit loads are evenly distributed.
- Part Time students skew towards older students (25+), male students, and AA/Black students

% of Units Completed in First Term

	Fall 2020		Fall 2021		Fall 2022		Fall 2023	
	FT	PT	FT	PT	FT	PT	FT	PT
0%	14%	42%	18%	47%	15%	40%	13%	39%
0.1% - 49.9%	11%	5%	13%	5%	13%	11%	12%	7%
50.0% - 99.9%	20%	9%	22%	9%	22%	12%	25%	15%
100%	55%	44%	47%	39%	50%	37%	51%	39%

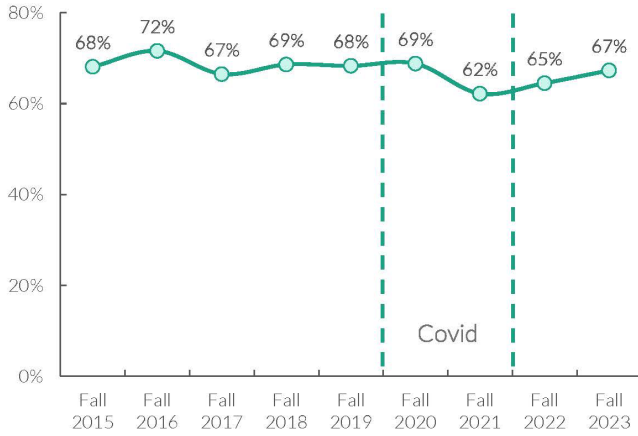
- In recent terms, less than half of FTIC students complete all the units that they attempt.
- Part-Time students are more likely to not complete any of the units that they attempt (this, of course, decreases with more units attempted—but still higher than Full-Time students).

% of Zero Units Completed in First Term



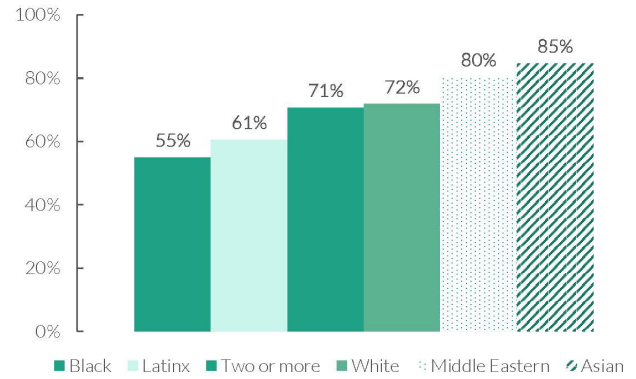
- The % of FTIC students who did not complete any units in their 1st semester rose sharply during Covid, but has been declining in the last two cohorts
- Disproportionately impacting the following students consistently:
 - AA/Black students
 - Latinx students
 - Male students

Course Success Rates (in first term)



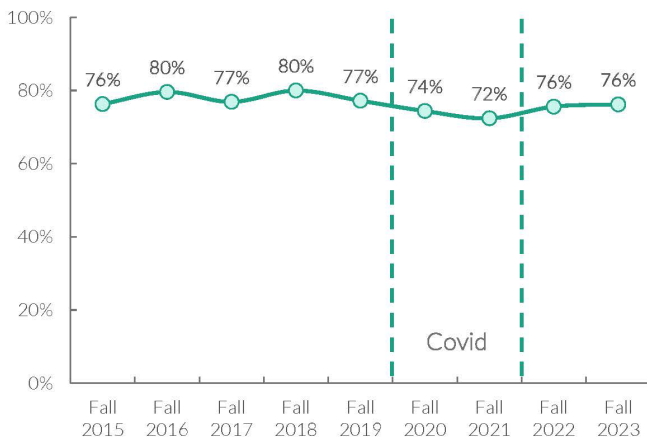
- Steady increase in the course success rates in the first term since Covid.

Fall 2023



- Latinx and Black/AA students have consistently lower course success rates than their white or Asian peers and equity gaps have not narrowed over time
- Consistent DI for Male, 1st Gen, and Econ. Disadvantaged students

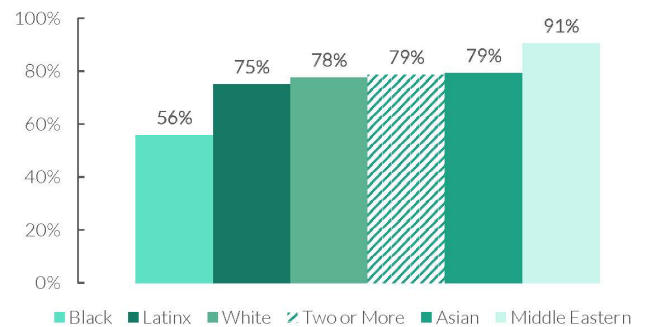
Fall-Spring Persistence Rates



- Fall-Spring Persistence Rates remained about the same.
- Increase in 18-24 year-old students' persistence offset by declines in other age categories.
- 1st Generation students' persistence increased slightly again.

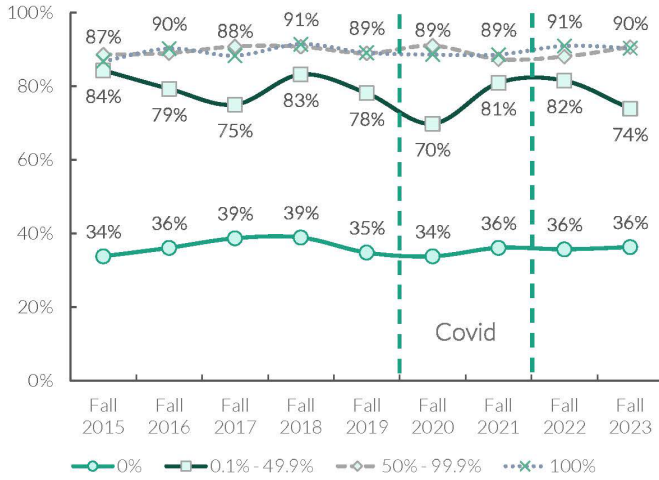
- DI for 1st Generation students since Covid, but gap halved.
- AA/Black students have clear DI, with declining persistence for AA/Black male students.
- DI for male students across most cohorts.

Fall 2023



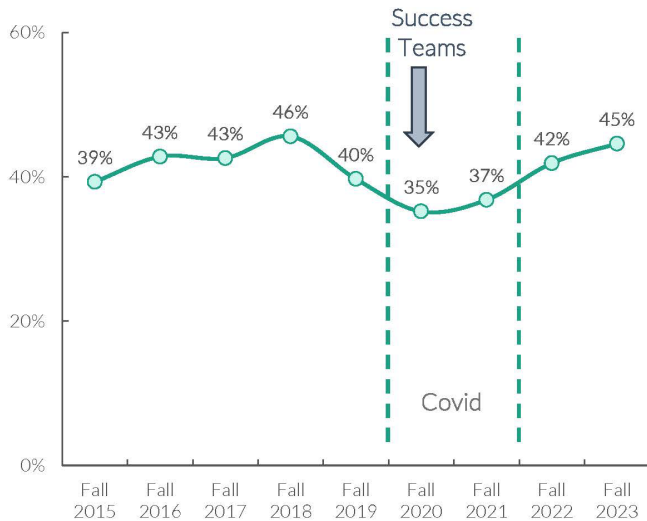
Fall-Spring Persistence Rates

Persistence Rates by % Units Completed



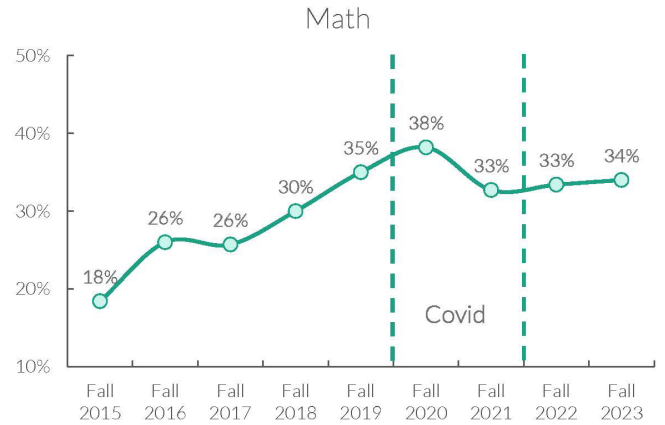
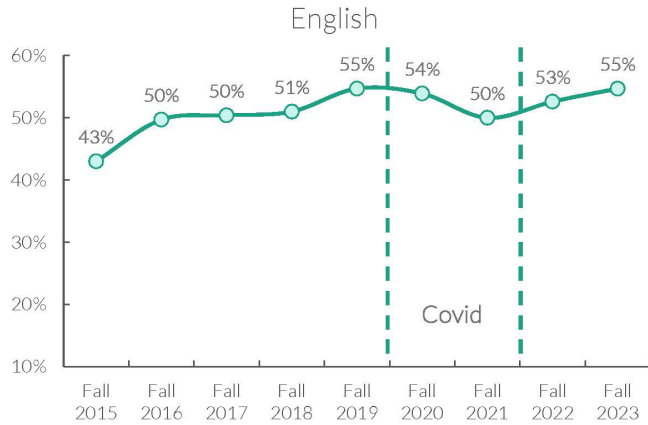
- Regardless of FT or PT status, the persistence rates of students who completed at least some units is drastically higher than those who do not complete any units.
- FT students' persistence is about 14%-20% higher than PT students.
- Note that the persistence rates of those who do NOT complete any units remain consistent, even throughout Covid!

Completed Comprehensive Education Plan



- The percentage of students completing an ed. plan in the first year has steadily increased since implementing the ACP Success Teams in Fall 2020.
- DI for Black/AA in Fall 2023, but not before
- DI for male students in all years
- DI for students 25 years or older in most years
- Full-Time students much more likely to get an ed. plan than Part-Time students (56% v. 25%)
- No DI for 1st Generation or Economically Disadvantaged students

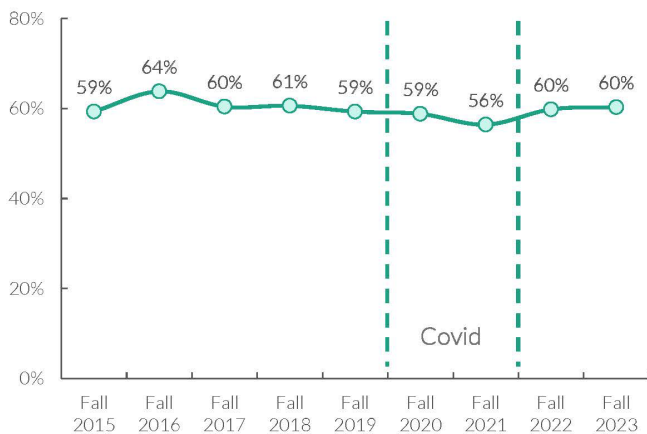
Transfer English & Math Completion (1 Year)



- Transfer-level English completion rates have increased to the highest level ever.
- Black/AA students' rates rebounded to the second highest rate ever, however, DI still in most years.

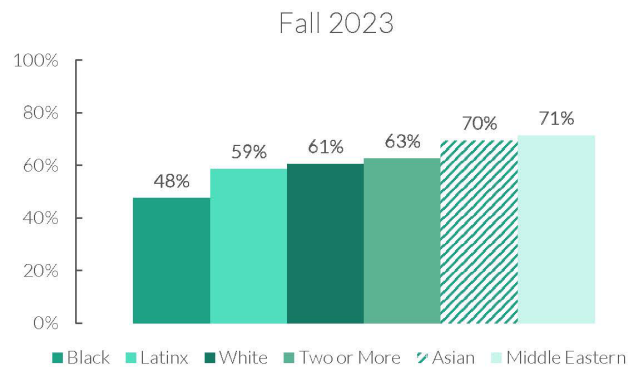
- While Transfer-level math completion rates decreased during Covid, the rates ticked up slightly since Fall 2021.
- Black/AA students improved dramatically in 2023 (10% vs. 24%), explained by higher % of attempts.

Fall-Fall Persistence Rates



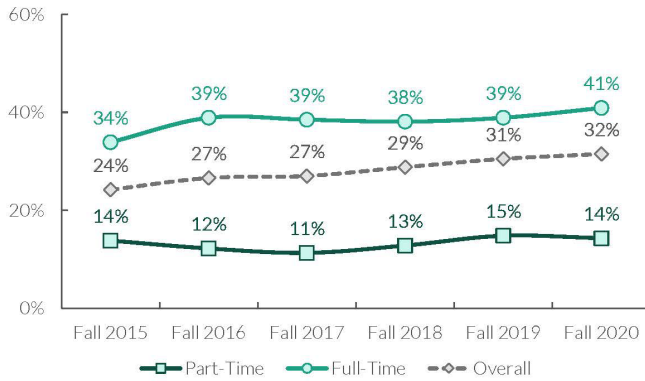
- Fall-Fall Persistence Rates of Black/AA students have been consistently lower than those of their peers—Now at nearly pre-Covid rates.
- DI for male students in most years, but narrowed to 3 points in Fall 2023

- Fall-Fall Persistence Rates have recovered to pre-Covid levels.
- Rates improved for students older than 30 years.

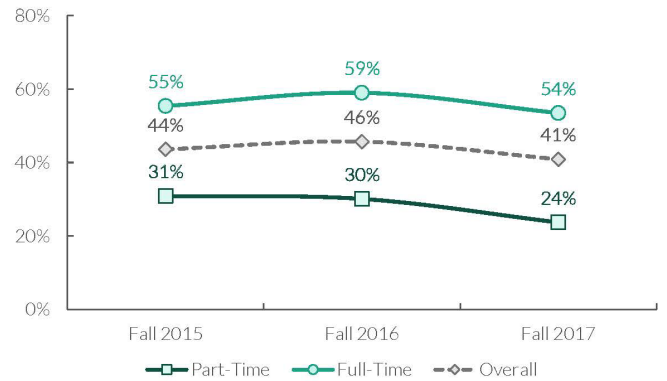


Educational Goal Completion

Earned Any Award in Three Years



Earned Any Award in Six Years


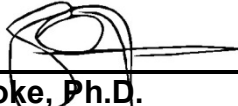


- Asian and White students are consistently above the average while Black/AA and Latinx students are below the average in attainment of any award at the end of three years.
- Latinx male students experience disproportionate impact across all six cohorts.
- The percentage of part-time students that complete any award or transfer more than doubles when we look out six years from the first term.

Student Success Metrics

Questions?

Presented by Christopher Tarman

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

STATUS

1. Retirement of regular classified employee Ruth Figueroa, Cashier II, Cashiering Services, position P-00100, effective October 31, 2024.
2. Resignation of regular classified employee Anthony Puccio, Financial Aid Supervisor, Financial Aid and Scholarships, position P-05489, effective October 27, 2024.
3. Employment of regular classified administrator Shanon Macintyre, Director, Technology Support Services, position P-10464, classified administrator salary range CM-17, step 3, \$14,231 per month, full-time, 12 months per year, effective October 28, 2024. Shanon was selected through an open recruitment process.
4. Employment of the following regular classified employees:
 - Valerie Lopez, Administrative Assistant to the Dean, Counseling and Student Development, position P-05823, classified salary range 24, step 1, \$6,417.67 per month, full-time, 12 months per year, effective November 1, 2024. Valerie was selected through an open recruitment process.
 - Terence Sautia, Administrative Support Assistant I, Counseling Operations, position P-06164, classified salary range 9, step 1, \$1,872.41 per month, 18 hours per week, 12 months per year, effective November 1, 2024. Terence was selected through an open recruitment process.
 - Carlos Renteria, Senior Enterprise Applications Developer, ITS Enterprise Application Services, position P-00348, classified salary range 42, step 1, \$10,790 per month, full

time, 12 months per year, effective October 28, 2024. Carlos was selected through an open recruitment process.

Jason Snyder, Senior Enterprise Applications Developer, ITS Enterprise Application Services, position P-00157, classified salary range 42, step 2, \$11,387.08 per month, full time, 12 months per year, effective November 12, 2024. Jason was selected through an open recruitment process.

Stephanie Kelley, Instructional Designer, Online Education and Instructional Design, position P-12063, classified salary range 30, step 1, \$7,646.58 per month, full time, 12 months per year, effective November 4, 2024. Stephanie was selected through an open recruitment process.

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

Sara Delgado-Padilla, Student Support Advisor, position P-06215, has accepted the position of Administrative Assistant to the Dean, Student Affairs, position P-06161, classified salary range 24, step 2, \$6,773 per month, full-time, 12 months per year, effective October 24, 2024. Sara was selected through an open recruitment process.

Laura Romero, Administrative Support Assistant II, PIO, position P-00052, has accepted the position of Administrative Support Assistant III, Counseling Operations, position P-09446, classified salary range 20, step 2, \$6,032.49 per month, full-time, 12 months per year, effective November 12, 2024. Laura was selected through an open recruitment process.

Maria-Isabel Rocha-Duarte, Student Services Coordinator, Financial Aid and Scholarships, position P-06186, has accepted the position of Grant Project Director, Instructional Services, position P-12059, classified administrator salary range CM-10, step 2, L-1, \$10,846.66 per month, full-time, 12 months per year, effective November 1, 2024. Maria-Isabel was selected through an open recruitment process.

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

Inger Hopkins, Financial Aid Technician, position P-05840, will serve as Interim Financial Aid Supervisor, classified salary range 31, longevity year 10, \$10,269.33 per month, full-time, effective October 28, 2024 - June 30, 2025.

7. Compensation change for Rachel Yi ling Benson, Associate Counselor, Mental Health, (pre-licensed) to Associate Counselor, Mental Health, (Licensed) from class 5 to class 6 on the associate faculty salary schedule, effective November 22, 2024.
8. Afifa Zaman, Counselor, position P-00418, requests advancement on the faculty salary schedule, from salary class 5 to 6, due to the completion of a doctoral degree, effective December 1, 2024.
9. In accordance with Board Policy 7345, employee 02048777, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave, as they will exhaust their personal necessity allowance for the 2024/25 fiscal

year. Pursuant to the Faculty Assembly agreement, faculty may use up to six days of earned sick leave per fiscal year for the purpose of personal necessity leave.

10. Employment of the following associate faculty members for the 2025 Spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Ashley	Fleming	Athletics
Natasha	Palumbo	Business
Margarita	Baca	International Languages
Sonia	Brighenti	International Languages
Cade	Harrison	International Languages
Rachael	Barrett	Nursing

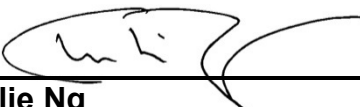
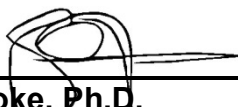
11. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Alyna Perez	Financial Aid Technician	Substitute	Financial Aid and Scholarships	\$35.98/hr.	10/28/24	6/30/25
Ashley Fleming	Campus Aide II	Substitute	Athletics and Intramurals	\$18.00/hr.	11/11/24	6/30/25
Athena Whitney	GEAR UP Aide III	Substitute	GEAR UP	\$20.00/hr.	10/28/24	6/30/25
Courtney Ralph	Campus Aide I	Short-term	Honors	\$16.00/hr.	11/22/24	12/14/24
Diego Del Real	Campus Aide I	Short-term	Honors	\$16.00/hr.	11/22/24	12/14/24
Diego Flores	Apprentice III	Short-term	Biotechnology	\$18.00/hr.	11/22/24	6/30/25
Dulce Sanchez	Apprentice I	Short-term	Child Development Center	\$16.00/hr.	1/6/25	5/30/25
Eddie Sommerville Williams	Campus Aide III	Short-term	Inclusion, Diversity, Equity and Accessibility	\$20.00/hr.	11/22/24	6/30/25
Elizabeth Zeller	Apprentice III	Short-term	Biotechnology	\$18.00/hr.	11/22/24	6/30/25
Esther Delgado	Administrative Support Assistant II	Substitute	Public Information Office	\$29.38/hr.	10/30/24	6/30/25
Gerald Staab	Police Officer	Substitute	Police Enforcement Unit 2	\$39.24/hr.	11/1/24	6/30/25
Ghada Osman	Workshop Presenter	Short-term	Human Resources Department	\$50.00/hr.	10/25/24	6/27/25
Jordan Campbell	Locker Room Safety Assistant	Substitute	Athletics and Intramurals	\$24.00/hr.	11/4/24	6/30/25
Jose Cruz	Campus Aide I	Short-term	Honors	\$16.00/hr.	11/22/24	12/14/24
Kerry Howard Ray	Art Model	Short-term	Noncredit, General	\$28.00/hr.	10/8/24	6/30/25
Kimberli Baeza	Cashier II	Substitute	Cashiering Services	\$30.25/hr.	11/1/24	6/30/25
Kimberly Holmes	Administrative Assistant to the Dean	Substitute	School of Natural and Social Sciences	\$37.02/hr.	10/29/24	12/31/24
Kimberly Holmes	Administrative Support Assistant III	Short-term	Learning Centers	\$32.99/hr.	11/22/24	6/30/25
Lazar Vaynshteyn	Apprentice III	Short-term	Biotechnology	\$18.00/hr.	11/22/24	6/30/25
Michael Munson	Accompanist II	Short-term	Music	\$45.00/hr.	9/1/24	6/30/25
Mitchell Fedie	Campus Aide III	Short-term	ITS Technology Support Services	\$20.00/hr.	11/22/24	6/30/25
Monia Janet Banuelos Lopez	Instructional Assistant	Substitute	International Languages	\$29.38/hr.	11/1/24	6/30/25
Nancy Goens	Campus Aide I	Short-term	School Relations/Diversity Recruitment	\$16.00/hr.	11/22/24	6/30/25

Nicholas Ortega	Student Support Advisor	Substitute	Student Services Welcome Center	\$34.95/hr.	11/12/24	6/30/25
Nicole Fipp	Campus Aide III	Short-term	Testing Services	\$20.00/hr.	11/22/24	6/30/25
Rosalva Guerrero	Apprentice I	Short-term	Child Development Center	\$16.00/hr.	1/6/25	5/30/25
Ryan Bell	Campus Aide III	Short-term	Testing Services	\$20.00/hr.	11/22/24	6/30/25
Sarah Gaines	Campus Aide III	Short-term	Cashiering Services	\$20.00/hr.	11/22/24	6/30/25
Sonya Ogirala	Administrative Support Assistant I	Short-term	Counseling Operations	\$24.00/hr.	11/12/24	6/30/25
Stephanie Vargas	Apprentice I	Short-term	Child Development Center	\$16.00/hr.	1/6/25	5/30/25
Yosef Alemi	Apprentice III	Short-term	Biotechnology	\$18.00/hr.	11/22/24	6/30/25

RECOMMENDATION

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

Subject: Approve Employment Contract for Professional Expert	Attachment: Employment Contract for Professional Expert
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

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

MiraCosta College received numerous California Apprenticeship Initiative and regional Strong Workforce Program grants to explore the development of a sustainable apprenticeship program integrated across the college’s credit and noncredit programs. The Director of Apprenticeship Program Development will be responsible for collaborating with students, faculty, classified professionals, and administrators to assess the college’s readiness and develop a long-term strategic plan for apprenticeships.

STATUS

The following individual is recommended for a professional expert contract with the term commencing on October 21, 2024 – June 30, 2025:

- Molly Ash, Director, Apprenticeship Program Development, full-time, \$122,456 per year (2024/25 professional expert salary schedule). Annual salary will be prorated based on the contract months for the current fiscal year.

RECOMMENDATION

Approve the employment contract for the professional expert, as stated above.

MiraCosta Community College District PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and Molly Ash ("Ash"), an individual, is made as of October 21, 2024.

Recitals

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

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

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

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

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

Terms and Conditions

1. Position and Term.

1.1 Position. District agrees to retain Ash and Ash agrees to be retained by District as Director, Apprenticeship Program Development. Ash has the responsibilities and authority that are associated with Ash's position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

1.2 Term. The term of this Agreement is from October 21, 2024 to June 30, 2025, unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. Ash shall be paid \$122,456 annually on the professional expert salary schedule. The salary will be prorated for service performed of less than one year. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

2.2 Benefits. Ash shall be entitled to the following District benefits:

- 16.67 hours of vacation accrued per month of service (up to 200 hours annually). Ash may accrue up to twice the annual allotment in successive contract years;
- Sick leave at the rate of one (1) day per month of service;

- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time-equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

2.3 Overtime Status. The parties acknowledge and agree that the position of Director, Apprenticeship Program Development may require more than 40 hours of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

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

4. Termination of Agreement Due to Loss of Funding. Ash acknowledges and understands that the position of Director, Apprenticeship Program Development is a categorically, grant-funded position. As such, Ash's employment is temporary and Ash has no right or expectation of permanent employment at any time. As such, if the District loses the funding for the position, or the funding is not renewed, this Agreement shall be terminated effective upon the cessation of the funding for the position. Termination due to a loss or non-renewal of the funding does not trigger the severance pay under Paragraph 5 below.

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

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

7. Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

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

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

9. Representations and Warranties.


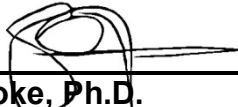
Ash represents and warrants that Ash:

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

MiraCosta Community College District

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

Molly Ash
Director, Apprenticeship Program
Development

Subject: Approve Increase to Hourly Pay Rates Effective January 1, 2025, and Set Minimum Wage to \$16.50	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 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Per California Labor Code, minimum wage is scheduled to increase from the current rate of \$16.00 per hour to \$16.50 per hour in 2025.

STATUS

Effective January 1, 2025, the minimum wage in California will increase to \$16.50 per hour. As a result, the pay rates for hourly job classifications currently paid at the minimum wage of \$16.00 per hour will increase along with the corresponding rates within each classification. This adjustment is necessary to ensure a sufficient differential between levels within each classification that adequately reflects the requisite level of knowledge, skills and abilities required of each level.

Title	2024 Hourly Rate	2025 Hourly Rate
Apprentice I	\$16.00	\$16.50
Apprentice II	\$17.00	\$17.50
Apprentice III	\$18.00	\$18.50
Campus Aide I	\$16.00	\$16.50
Campus Aide II	\$18.00	\$18.50
Campus Aide III	\$20.00	\$20.50
GEAR UP Aide I	\$16.00	\$16.50
GEAR UP Aide II	\$18.00	\$18.50
GEAR UP Aide III	\$20.00	\$20.50





GEAR UP Support Staff I	\$16.00	\$16.50
GEAR UP Support Staff II	\$17.00	\$17.50
GEAR UP Support Staff III	\$18.00	\$18.50
Student Workers	\$16.00	\$16.50
Theatre Aide I	\$16.00	\$16.50
Theatre Aide II	\$17.00	\$17.50
Theatre Aide III	\$18.00	\$18.50
Theatre Aide IV	\$20.00	\$20.50

The cost to the district for FY2024/25 is estimated to be \$91,907.

The hourly wage for all district positions shall not fall below the required minimum wage of \$16.50 per hour effective January 1, 2025.

RECOMMENDATION

Approve increase to hourly pay rates effective January 1, 2025, and set minimum wage to \$16.50, as stated above

Subject: Approve Revised Request to Travel to London, England, from July 8-15, 2024, to January 8-15, 2025, for Ruben Gomez and Rick White	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In compliance with Board Policy 7400, Employee Travel, MiraCosta College Fulltime Faculty Rick White and Ruben Gomez are requesting approval to travel to London, UK, from January 8-15, 2025, to conduct a site visit for the Artificial Intelligence (AI)/Computer Studies and Information Technology (CSIT) and Administration of Justice (ADM) study abroad program, which has been preliminarily proposed for summer 2026.

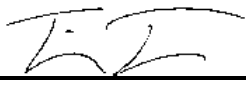

STATUS

Professor Ruben Gomez proposes to teach ADM 100 (Introduction to the Administration of Justice), and Professor Rick White proposes to teach CSIT 150 (AI: Concepts), as part of the study abroad program that is under development. The purpose of this site visit is to evaluate and ensure the quality and suitability of student housing, transportation, and program-specific facilities in London. This evaluation is crucial to guarantee that the program aligns with MiraCosta’s mission and vision of “innovative teaching-learning, and support services” while being a “leader and partner in transforming students’ lives and communities through learning.”

Conducting this site visit will allow the faculty to gather essential information regarding daily commutes, student costs, and housing arrangements, ensuring that the program meets the highest standards of safety and educational excellence. This visit will also provide an opportunity to establish relationships with local contacts and to meet with prospective study abroad providers in order to prepare a program itinerary that will best support optimal impact of the study abroad experience and the learning outcomes it will provide to the students.

RECOMMENDATION

Approve the change in travel dates for Ruben Gomez's and Rick White's requests to travel out of the country to London, UK, from July 8-15, 2025, to January 8-15, 2025, to conduct a site visit for the proposed AI and Administration of Justice study abroad program for London 2026. Cost not to exceed \$2,500 per person.

Subject: Notice of Completion- Bid #C11-24 OC Library Roof Replacement Project	Attachment: Notice of Completion
Category: Consent item	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 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On August 31, 2024, A Good Roofer, Inc. substantially completed all work associated with Bid #C11-24 04216 OC Library Roof Replacement Project. The original construction contract amount for A Good Roofer, Inc. was \$572,652, and the total change order amount for this project was \$(-58,348).

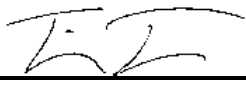

This project had a final construction cost of \$514,304.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Authorize the assistant superintendent/vice president, administrative services to approve and sign Notice of Completion for the Bid #C11-24 OC Library Roof Replacement Project and direct the director of facilities to file Notice of Completion.

Subject: Notice of Completion- Bid #C14-23 OC Barrier Removal Project	Attachment: Notice of Completion
Category: Consent item	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 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On May 10, 2024, Ayuma House Planning substantially completed all the work associated with Bid #C14-23 OC Barrier Removal Project. The original construction contract amount for Ayuma House Planning was \$511,000, and the total change order amount for this project was \$46,047. This project had a final construction cost of \$557,047.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Authorize the assistant superintendent/vice president, administrative services to approve and sign Notice of Completion for the Bid #C14-23 OC Barrier Removal Project and direct the director of facilities to file Notice of Completion.

Subject: Approve Purchase of Nuventive Improve Software	Attachment: CDWG Quote				
Category: Consent Items	Type of Board Consideration: <table style="width: 100%; text-align: center;"> <tr> <td>Information</td> <td>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 style="width: 100%; text-align: center;"> <tr> <td>Goal 1</td> <td>Goal 2</td> <td>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 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

In fiscal year 2019, the district implemented Anthology Planning and Anthology Outcomes to manage program review and student learning outcome assessment data. This contract is in its fifth and final year. In the spring of 2023, the Institutional Program Review Committee (IPRC) surveyed program review authors to assess the satisfaction and perceived usefulness of the program review process. Program review authors overwhelmingly indicated that the Anthology products were not easy to use, hard to navigate, and did not allow easy collaboration with colleagues.

During the 2023/24 academic year, IPRC investigated possible replacement software for program review and planning. The committee researched platforms other California community colleges used and found that most used local home-grown products, older versions of no longer available platforms, or Nuventive Improve software. Subsequent research and review of the Nuventive Improve platform resulted in IPRC’s recommendation that the platform better meets the district’s processes with native integrations with the district’s curriculum management system (CurriQunet) and learning management system (Canvas). In addition, the platform can be used to track and link together the district’s various strategic plans.

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. District staff have identified that the Foundation for California Community



Colleges (FCCC) agreement with CDW Government, Inc. (Contract #00004442) to purchase the Nuventive Improve software which provides the lowest cost and best overall value for the district for a five-year term from March 2025 – February 2030 for a total contract value for the software and implementation, including taxes, in the amount of \$332,378.92.

Funds are identified within the Information Technology Services budget. There will be savings to the budget of \$54,000 during years 2 - 5 due to sunsetting the existing Anthology software, which will nearly offset the new annual costs.

Description	Term	Cost
Year 1 Implementation Cost	N/A	\$ 30,000.00
Year 1 Software Cost	3/1/25 – 2/28/26	\$ 55,409.50
Year 2 Software Cost	3/1/26 – 2/28/27	\$ 55,409.50
Year 3 Software Cost	3/1/27 – 2/29/28	\$ 55,409.50
Year 4 Software Cost	3/1/28 – 2/28/29	\$ 55,409.50
Year 5 Software Cost	3/1/29 – 2/28/30	\$ 55,409.50
	Subtotal	\$ 307,047.50
	Sales Tax	\$ 25,331.42
	Grand Total	\$ 332,378.92

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of Nuventive Improve software through CDW Government Inc. in the amount of \$332,378.92, in accordance with the terms and conditions of FCCC Contract # 00004442.

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification 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: 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

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. (calendar year 2024 = \$114,500.00), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

The policy also requires that no matter what the expected dollar value of a contract for legal or public auditing services, such a contract will be presented to the board for prior approval, unless it is determined by the superintendent/president and the vice president, administrative services, that time is of the essence and that the district’s best interests are best served by issuing a contract on an immediate basis. Any such contract issued under these circumstances shall be brought forward to the board for formal approval at the next board meeting.

In accordance with Public Contract Code §22000 et seq. and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Accounting Act (CUPCAA) 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
September 24, 2024 - October 29, 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
24004589	Maurice Gannon	Glaser Storm Basin Repair (Fac)	\$24,950.00
24004356	Kelly Gee Striping	Barnard Striping Phase 2 Alterations (Fac)	\$24,419.80
24004581	Maurice Gannon	Concrete Drain Boxes and Big Belly Pads (Fac)	\$16,200.00
24004579	Maurice Gannon	D25, Sidewalk, Curb & Gutter Replacement (Fac)	\$12,700.00

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

Emergency Repair Contracts Without Bid

PO #	Vendor	Description	Amount
	No entries this 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
24004502	San Diego North Economic Development Council	Contract Services (Wrk Dev)	\$114,000.00
24004783	Bob McCloskey Insurance	Renewal of Student Accident Insurance (Risk Mgt)	\$81,248.00
24004774	VWR International LLC	Instructional Equipment (Workforce Dev)	\$79,909.39
24004895	Dell	Technology Equipment (ITS)	\$71,282.63
24004846	Reach Local Inc	Printing for Advertising/Promotion (ABE)	\$64,949.17
24004747	Blackbaud Inc	Software (Foundation)	\$47,063.40
24004308	Vertiv	Maintenance Agreement (Fac)	\$45,896.00
24004536	Nth Generation Computing	Contract Services (ITS)	\$43,575.00
24004389	Dell	04215 Dell Computer Equipment (OC)	\$43,162.42
24004485	Fleet Vehicle Source, INC	Equipment (Fac)	\$41,133.92
24004442	Sweetwater Sound Inc	Instructional Equipment (Music)	\$36,756.56
24004601	Follett Higher Education Group, LLC	Student Financial Aid (Fin Aid)	\$29,754.44
24004643	Clear Channel Traffic S D	Advertising (PIO)	\$29,227.50
24004362	Parron Hall Office Interiors	Furniture (Workforce Dev)	\$25,028.28

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
24004519	Pamela T Luster	Contract Services (IS)	\$24,964.00
24004328	Mason Interactive Inc.	Advertising (PIO)	\$24,000.00
24004628	ServareGMP	Contract Services (Wrk Dev)	\$24,000.00
24004390	Dell (Punchout)	04202 Dell products for Chem Bio (OC)	\$20,937.02
24004663	Grand Pacific Carlsbad Hotel, LP	Contract Services (Foun)	\$20,271.87
24004845	Southwest Offset Printing	Printing (CEWD)	\$20,180.67
24004634	Kent Schafer	Site Improvement (Fac)	\$20,160.00

24004882	Summerland Bags LLC	Advertising (EOPS)	\$18,960.08
24004748	Blackbaud Inc	Equipment Software (Found)	\$17,103.50
24004375	ReproMagic	Promotional Items (Foun)	\$16,930.30
24004317	HCI Systems Inc	Maintenance Agreement (Fac)	\$16,738.00
24004675	PREMIUM OUTLET PARTNERS	Advertising (PIO)	\$16,485.00
24004406	BankMobile Disbursements	Software Maintenance (ITS)	\$16,078.72
24004516	Tara Yosso	Contract Services (Wrk Dev)	\$15,000.00
24004432	Follett Higher Education Group, LLC	Subscription (Std Eqty)	\$14,878.27
24004401	EMD Millipore Corporation	Maintenance Agreement (Fac)	\$13,955.89
24004347	Keenan & Associates	Insurance (Risk)	\$11,722.00
24004861	CASAS	Supplies, Instructional (CLC)	\$11,624.81
24004426	TOOTRiS LLC	Contract Services (TCI)	\$11,499.82
24004586	ServareGMP	Contract Services (Wrk Dev)	\$11,200.00
24004770	IBM Corporation	Software Renewal (ITS)	\$10,939.20
24004549	Southland Technology	Equipment (Lib)	\$10,250.61
24004457	Jeenie Inc.	Contract Services (Health Svcs)	\$10,000.00

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 \$5,000 - \$9,999

PO #	Vendor	Description	Amount
24004828	Skillsets Online Corporation	Software Renewal (ITS)	\$9,990.00
24004556	Maurice Gannon	Equipment (Fac)	\$9,750.00
24004841	Excellus Technologies, Inc.	Equipment (Nursing)	\$8,649.18
24004357	Occupational Services, Inc.	Contract Services (Risk Mgt)	\$7,983.74
24004380	Institute for Evidence Based Change	Online training (Pres)	\$7,200.00
24004623	Knightscope, Inc	Contract Services (Pol)	\$7,200.00
24004421	Lawnmowers Plus Inc	Equipment (Fac)	\$7,022.48
24004548	Visix Inc	Contract Services (Lib)	\$6,939.87
24004876	Ascend Learning Holdings LLC	Online Exam Fees (MA)	\$6,251.00
24004314	Melanie Adams	Supplies (Hort)	\$6,230.61
24004444	Ventek International	Contract Services (Police)	\$5,775.00
24004632	K-12 Technology Group	Software Renewal (ITS)	\$5,740.72
24004542	Accreditation Commission for Education in Nursing	Contract Services (Nurs)	\$5,000.00
24004555	Andre Hilstock	Services (Fac)	\$5,000.00

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

Change Orders

PO #	Vendor	Description	Amount
	No entries this month		

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

Construction Contract Change Orders

PO #	Vendor	Description	Amount
	No entries this month		

Total Contract Expenditures: \$1,307,868.87

Ratify MCC purchase orders 24004308 through 24004922

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

MOUs / Grants / Instructional / Miscellaneous Agreements

Contract #	Other Party	Description	Amount
24000140_SCON	Forsyte IT Solutions	Mutual Non-Disclosure Agreement	0.00
24000149_SCON	Study Abroad Association LLC	Study Abroad Agreement - Japan 2025	0.00

In accordance with BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following 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
September 25, 2024 - October 29, 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		

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
24004831	Southland Technology	04215 - Media Arts Building - AV Equipment	\$205,907.81
24004480	VWR International LLC	04202 - Chem Bio Building - BioSafety Cabinets	\$102,043.26
24004730	Waxie Sanitary Supply	04001 - Student Services Building - Custodial Equipment for Floors 1 and 2	\$34,646.38
24004508	Landscape Forms, Inc	04215 - Media Arts Building - Outdoor Furniture	\$32,564.25

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

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

PO #	Vendor	Description	Amount
24004381	CDW Government Inc	04202 - Chemo Bio Building - AV Furniture and Vivi Product	\$18,969.73
24004692	Sael Construction	04207 - Reno Building Admin - Installation of an ADA push Button	\$13,950.00
24004822	Bio Rad Laboratories	04202 - Chemo Bio Building - Benchtop Shaking Incubators	\$13,420.77
24004824	Parron Hall Office Interiors	04216 - Library - Parron Hall Library Interior Trashcans	\$10,665.30

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
24004351	Uline	04203 - Student Services Building - Equipment	\$5,868.85
24004696	Dvorson's Food Service Equipment. Inc.	04202 - Chem Bio Building - CMA high temperature water sanitizing dishwasher	\$5,163.53
24004691	Sael Construction	04216 - Library - Removal and Installation of Cables associated with the Campus Police Radio System	\$3,750.00
24004823	First Tech Corp	04216 - Library - Room Cleaning	\$4,226.00
24004821	CDW Government Inc	04202 - Chemo Bio Building - Printers	\$3,607.90
24004819	Parron Hall Office Interiors	04216 - Library - Parron Hall - Outdoor furniture install.	\$2,066.49
24004781	San Diego County Office of Education	04203 - Student Services Building - PIO Designed Wayfinding Signage for SSB. (OC)	\$2,052.63
24004820	Graybar Electric	04203 - Student Services Building - 25' CAT6 Cables and 25' Power Extension Cords	\$1,652.98

24004496	Visix Inc	04215 - Arts Media Building - Visix Equipment	\$1,525.24
24004621	Grainger	04203 - Student Services Building - Wire shelves	\$287.94
24004352	Medical Shipment LLC	04203 - Student Services Building - Sharps Container Medical Brackets	\$121.67

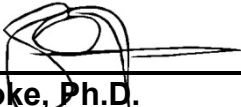
In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
	Vendor	Description	Amount
	No entries this month		

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

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
24004398	Ahmed Hussein	04216 - Library - Removal and reinstallation of cables associated with the Campus Police Radio system	\$1,350.00
24004732	Ahmed Hussein	0407 – Administration Building – Replacing the drywall at the B1000 Administration Building Board Room (OC)	\$500.00

Total Contract Expenditures: \$464,340.73
Ratify purchase orders — 2400: 4480, 4730, 4508, 4381, 4692, 4351, 4696, 4691, 4496, 4621, 4732, 4398, 4352, 4823, 4821, 4820, 4781, 4819, 4824, 4822, 4831

Subject: Establish Date and Time of Annual Organizational Board Meeting	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc mission statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



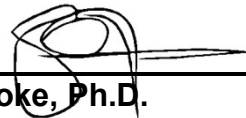
Education Code sections 35143 and 72000 provide that the 2024 organizational meeting shall be held between December 10 and December 24, inclusive, and the day and time for the annual organizational meeting shall be selected by the Board of Trustees at its regular meeting held immediately prior to December 1, unless otherwise provided by rule of the Board of Trustees.

STATUS

Annual organizational meetings have historically been held on the same day of the week as regular board meetings, which this year would be Thursday, December 19, 2024, at 4 p.m.

RECOMMENDATION

Approve Thursday, December 19, 2024, at 4 p.m. as the date and time of the annual organizational board meeting.

Subject: Adopt Resolution No. 5–24/25 Granting Emeritus Trustee Status to George McNeil	Attachment: Resolution No. 5–24/25
Category: Action Items	Type of Board Consideration: Information Consent Action 
Institutional Goals: mcc.missionstatement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4 
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On September 16, 2003, the Board of Trustees established emeritus status for trustees in order to acknowledge service to the college and to keep trustees connected to the college.

STATUS

Trustee William George McNeil, after 16 years of service, did not seek re-election, and November 21, 2024, will be his last meeting serving on the Board of Trustees.

The Board of Trustees wishes to grant emeritus status to recognize Trustee McNeil’s contributions to the college and community, since he became a member of the board in 2008.

RECOMMENDATION

Adopt Resolution No. 5–24/25, granting emeritus trustee status to George McNeil.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 5-24/25**

GRANTING EMERITUS TRUSTEE STATUS TO GEORGE MCNEIL

Whereas, George McNeil, has been a member of the MiraCosta Community College District Board of Trustees since 2008, representing Trustee Area 5; and

Whereas, George McNeil, has provided enthusiastic and unwavering support for the Athletics programs and student athletes through his service as board trustee; and

Whereas, George McNeil, has been actively engaged in student outreach events and activities; and

Whereas, George McNeil, has appreciated district employees through his service as board trustee; and

Whereas, George McNeil, has offered an invaluable perspective to the deliberations of the Board of Trustees in a range of matters, especially an understanding of academia and equity, diversity, and inclusion.

Whereas, George McNeil, has shown dedication to the mission of MiraCosta College and for ensuring students have access to higher education; and

Whereas, George McNeil, has also through his service on the board supported academic excellence and made a personal contribution to the advancement of education in California;


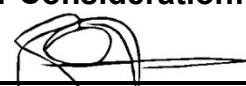
Now, therefore, be it resolved, that we, the Board of Trustees of the MiraCosta Community College District, do bestow upon George McNeil, on the 21st day of November, 2024, with our deepest appreciation and heartfelt gratitude, the title of Trustee Emeritus, and grant him all the rights and privileges therein.

Rick Cassar, President

Raye Clendening, Vice President

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

Sunita V. Cooke, Ph.D.
Superintendent President

Subject: Annual Financial and Budget Report	Attachment: CCFS-311 Annual Report
Category: Information Items	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: Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58305 (d) of the California Code of Regulations, requires the chief executive officer or other designee to submit the Annual Financial and Budget Report (311 Annual Report) to the California Community Colleges Chancellor’s Office: (d) on or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the Chancellor. The district shall also file copies of the report with the appropriate county officers for information and review.



STATUS

The Annual Financial and Budget Report (CCFS-311 Annual Report) for the fiscal year 2023/24 actual results and for the budget report for fiscal year 2024/25 was completed by September 30, 2024, and electronically certified on September 30, 2024, by Tim Flood, the chief business officer. The chancellor’s office no longer requires a signed PDF copy. The fiscal year 2023/24 financial summary results and fiscal year 2024/25 budgets were presented at the board workshop on September 5, 2024, and approved at the board meeting on September 12, 2024.

Notable: FY 2023/24 Actual Expenses for General Fund Unrestricted (Fund 11) were in compliance with the 50 Percent Law (ECS 84362) of the Current Expense of Education (CEE) where Instructional Salary Cost / Total CEE should be 50 percent or higher. The district’s result was 50.09 percent (page 4 of the CCFS Report).

RECOMMENDATION

For information only.

Subject: First Quarter Fiscal Report (09/30/2024)	Attachment: Quarterly Report on Cash and Investments
Category: Information Items	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 first quarter report for the period ending September 30, 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 \$171.6 million, the same as the adopted budget. Revenue through September 30 was \$10.8 million, 6.3 percent of budget; the first major property tax revenue will be in December 2023.
2. The total year Expense projection is \$171.6 million, the same as adopted budget. Expenses through September 30 were \$37.2 million, 21.7 percent of adopted budget, with 25 percent through the year.

3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection remains the same as adopted budget at 23.2 percent (2.8 months) of annual expenses, above the 17 percent reserves (2 months) policy.
4. The cash balance for period end September 30, 2023, held at the San Diego County Treasury was \$220.6 million from the following funds:
 - \$37.2 million for General Funds, Fund 11 (unrestricted) Fund 12 (restricted)
 - \$54.7 million for the Capital Outlay Fund 41
 - \$124.4 million for the General Obligation Bond Series B and C, Fund 43
 - \$3.1 million of the Debt Service, Fund 29
 - \$1.2 million for Fund 61-Self Insurance and fund 73-Student Center Fees
5. The cash balances for the period ending September 30, 2023, 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 September 30, 2024, was \$37.5 million, with a funded liability ratio of 145.6 percent. The OPEB Total liability from the June 30, 2023, Actuarial study was \$25,727,349 OPEB liability.

RECOMMENDATION

For information only.

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

DATE: November 21, 2024

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, September 30, 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

- FY25 Adopted Budget \$171,632,549
- FY25 Projected Budget \$171,632,549
- FY25 Actual as of September 30, 2024 \$10,792,312
- FY25 Actual YTD to Projected Budget 6.3%

Expenses

- FY25 Adopted Budget \$171,632,549
- FY25 Projected Budget \$171,632,549
- FY25 Actual as of September 30, 2024 \$37,192,497
- FY25 Actual YTD to Projected Budget 21.7%

Cash Deposits and Investments, Quarterly Report of Investments

Balance, 9/30/2024

- Total Cash in the County pooled investment fund (combined funds) **\$220,581,475**
Detail by Fund below:
 - General Fund 11 & 12 \$37,208,565
 - Capital Outlay Fund 41 \$54,664,212
 - General Obligation Bond Fund 43 \$124,410,401
 - Debt Service Fund 29 \$3,096,669
 - All Other Funds (Fund 61-Self Ins, Fund 73-Student Ctr Fees) \$1,201,628
 - Rate of Return Fiscal YTD 0.90%
- Cash in bank deposits \$2,590,731
 - Rate of Return NA
- Cash in Money Market instruments (Bookstore Fund) \$149,133
 - Rate of return 0.05%

OPEB Irrevocable Trust Fund (For Retiree Health Benefits)

- Balanced Fund Portfolio \$37,459,161
 - Rate of Return Fiscal YTD (Annual Target 5.5%)
 - Funded Accrued Liability 145.6%

2023 Lease Revenue Bond (LRB) Trust Fund

- Capital Outlay Fund 41 for LRB defined projects \$51,408,742

TOTAL ALL FUNDS

\$312,189,242



Quarterly Data

MIRACOSTA

Fiscal Year: 2024-2025

Quarter Ended: (Q1) September 30, 2024

Unrestricted General Fund Revenue, Expenditure and Fund Balance

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
A.	Revenues				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	138,245,054	153,199,038	164,981,716	171,572,549
A.2	Other Financing Sources (Object 8900)	4,262,923	1,776,173	52,406	60,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	142,507,977	154,975,211	165,034,122	171,632,549
B.	Expenditures				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	127,299,257	133,009,771	143,071,487	163,455,337
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	13,854,379	20,026,029	20,332,833	8,177,212
B.3	Total Unrestricted Expenditure (B.1 + B.2)	141,153,636	153,035,800	163,404,320	171,632,549
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	1,354,341	1,939,411	1,629,802	0
D.	Fund Balance, Beginning	35,101,240	36,455,581	38,394,992	39,861,228
D.1	Prior Year Adjustments + (-)	0	0	-163,566	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	35,101,240	36,455,581	38,231,426	39,861,228
E.	Fund Balance, Ending (C. + D.2)	36,455,581	38,394,992	39,861,228	39,861,228
F.	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.8 %	25.1 %	24.4 %	23.2 %

Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	Amount as of the Specified Quarter Ended			
		2021-2022	2022-2023	2023-2024	2024-2025
H.1	Cash, excluding borrowed funds	22,937,708	37,812,038	39,630,182	38,683,715
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+H.2)	22,937,708	37,812,038	0	38,683,715

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)	171,572,549	171,572,549	10,792,311	6.3 %
I.2	Other Financing Sources (Object 8900)	60,000	60,000	0	.0 %
I.3	Total Unrestricted Revenue (I.1 + I.2)	171,632,549	171,632,549	10,792,311	6.3 %
J.	Expenditures				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	163,512,541	163,455,337	37,144,564	22.7 %
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,177,212	8,177,212	47,933	.6 %
J.3	Total Unrestricted Expenditure (J.1 + J.2)	171,689,753	171,632,549	37,192,497	21.7 %
K.	Revenues Over (Under) Expenditures (I.3 - J.3)	-57,204	0	-26,400,186	
L.	Fund Balance, Beginning	39,861,228	39,861,228	39,861,228	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (D + L.1)	39,861,228	39,861,228	39,861,228	
M.	Fund Balance, Ending (K. + L.2)	39,804,024	39,861,228	13,461,042	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	23.2 %	23.2 %		

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?

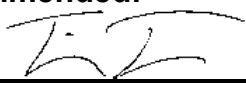
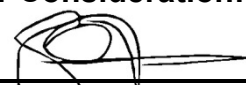
This year?

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 line C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (line F 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.

Subject: Municipal Storm Water Management Plan Annual Implementation Update	Attachment: MCCD 2023-24 Municipal Storm Water Management Plan Annual Progress Report
Category: Information 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:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

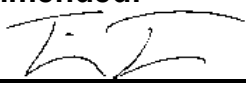
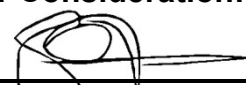
In 2006, the board adopted a Storm Water Management Plan (SWMP) for the district. The SWMP identifies the best management practices (BMPs) that are being implemented throughout the district to prevent pollution storm water runoff. The Municipal Storm Water Management Plan Annual Progress Report is prepared by the San Diego County Office of Education’s Municipal Storm Water Group.

STATUS

The annual report shows that district staff continued to show substantial compliance in implementing the board’s 2006 SWMP and are continuing work to protect California’s storm water from pollution.

RECOMMENDATION

For Information only.

Subject: Office of Administrative Services Board Report	Attachment: None
Category: College-Related Reports	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

Office of Administrative Services

The two-year process to develop the Facilities Futures Plan has culminated in a high-level facilities plan that will focus on sustainability efforts and incorporate futures strategies and signals. Crafting the plan took many months of data gathering and analysis, option development, and stakeholder engagement. In this final stage of development, the plan has been presented to the district through campus forums and governance group presentations, and the final report will be presented to the board in December for adoption.

The district has received a number of awards in recent months related to the Measure MM program, including the ENR 2024 California Regional Best Project for Higher Education/Research for Health & Wellness Hub Project, the 2024 National CMAA Project Achievement Award Education: Construction Value Greater Than \$50M - Health & Wellness Hub Project, and the San Diego County Taxpayers Association Golden Watchdog Award for Bond Management.

The Budget and Planning Committee (BPC) has begun its annual Resource Allocation process, with requests due on October 13, 2024. Requests will now go through the six-month process of ranking and refinement, before final funding recommendations are made. Funding recommendations, driven by program review plans, are made through the use a rubric which ensures requests are consistent with the mission and goals of the college in support of student learning, student success, and college resources are sufficient to fund the resource allocation requests.

The division continues to support the Independent Citizens’ Bond Oversight Committee (ICBOC) as Measure MM bond projects come to a close. The ICBOC and its advisory committees meet monthly to provide oversight on the Measure MM bond program, reviewing

financials, and progress of construction projects related to the bond to ensure funds are spent as outlined by the bond measure. The board recently reappointed members Michael Krival, Ellen Marciel, and Brandon Quandt, and appointed Gigi Gleason as a new member to fill the vacancy left by William Howe.

Long-time employees Lori Schneider, who has been with the district for nearly 34 years, and Lonnie White, who has been with the district for 29 years, have announced their retirement. The division wishes to express its thanks and gratitude for their many years of service to the district.

The assistant superintendent/vice president of administrative services served as the conference chair for the Association of Chief Business Officials (ACBO) fall 2024 conference held in San Diego on October 28 through October 30. This three-day event provided an array of educational sessions designed to empower chief business officials from across the state with the latest insights and strategies in community college administration and participate in workshops covering critical topics such as fiscal management, regulatory updates, facilities planning, and innovative funding strategies. Additionally, the assistant superintendent/vice president of administrative services participated in the Association of California Community College Administrators (ACCA) Region 10 Strategic Leadership Event, delivering a presentation focused on maximizing the Student-Centered Funding Formula and highlighting strategies to enhance financial support for our region's programs and services.

College Police (Val Saadat, Chief of Police)

Commendations/Retirements/Swearing-in Ceremony

In August, MCC PD celebrated its first swearing-in ceremony. The ceremony was well attended, with 70+ family, friends, and law enforcement personnel from other agencies in attendance. New employees were welcomed to the department and officers were sworn in.

In September, the department also celebrated the retirement of AC Cox, who served with the department for 14 years. He had retired from Pomona PD prior to coming to MCC PD and had worked more than 38 years total in law enforcement.

Emergency Preparedness Operations

On September 20, a full-scale active shooter drill was held at the Community Learning Center. With assistance from 15 students (volunteers from the Theater Department, as well as from the CLC) who role-played as students/staff members during the incident, valuable insight was gained into critical incident management. The drill also served as a meaningful educational experience, with approximately 120 students, staff, and faculty members participating in the exercise. The Oceanside Police Department assisted with the drill, including members of their patrol teams and SWAT unit. The Oceanside Fire Department conducted a triage area/medical assistance, and the CHP also participated with the use of their K9 unit to simulate a search.

Campus Outreach

Officer Carrizosa submitted for and was awarded a grant to engage students with College Police. The program is an opportunity to engage students in an interactive, positive way while also learning more about the college community. The program hosts events centered around

student activities and a scavenger hunt that will encourage students to actively seek out clubs or areas around campus they may not normally visit. Once the activity is completed, the students will be presented with a “challenge coin” from the College Police as a token of appreciation and support. The program began in October, and four students have completed the challenge to date.

Calls for Service and Department Support

Since June, the department has responded to 1,744 calls for service, and 107 reports were taken, which included 70 reports related to fraudulent student applications. Additionally, one search warrant was served related to an on-going criminal investigation that spanned several months.

During the spring semester, the department initiated a bid for services related to the use of an outside security company to assist with district security during special events and staffing shortages. The bid was awarded to Citiguard, which has been utilized to cover 166 hours to assist the department.

Facilities (Tom Macias, Director)

Capital Improvement/Measure MM Program Project Updates

Oceanside

- Continued construction efforts on the Chemistry and Biotechnology Building and Media Arts Complex.
- Completed construction of the Health and Wellness Phase 3, Student Services Building, ADA Compliance Project, and OC Learning Commons Roof Replacement.
- Continued design progress on the Communications Hub, Social Justice and Equity Centers Project and submitted to DSA. Construction is scheduled to begin fall 2024.
- Completed Swing Space renovations associated with the Communications Hub Equity Village and Student Center Project
- Finalizing design for the Campus Wayfinding and Signage project and moved to the procurement phase.
- Continued design work on the campus solar project and will submit to DSA for review/approval fall 2024.
- Continue design efforts for B4500 Science and Design Building.
- Facilitated move-in efforts at the Student Services Building.
- Will complete construction and facilitate move-in efforts for the Chemistry and Biotechnology Building and New Media Arts Complex.
- Procured and awarded the B4700 Professional Development Renovation Project.
- Conducted various structural, electrical, stormwater surveys of existing buildings and systems.

San Elijo

- Procured the Recycled Water and Path of Travel projects and started construction. The projects are substantially complete and will get certified fall 2024.
- Continued design work on the campus solar project and will submit to DSA for review/approval fall 2024.
- Continued design work for external public area security infrastructure project.

Community Learning Center

- Continued design for the campus solar project and will submit to DSA for review/approval fall 2024.
- Began design work for external public area security infrastructure project.

Fiscal Services (Katie White, Director)

Budget and Planning/Business Analysis

- Completed the FY2024/25 Adopted Budget narratives, schedules, final budget book, and Workday budget updates.
- Completed new FY2024/25 Foundation budget structures and templates and Workday budget updates for the Foundation by program numbers which provide dynamic budget to actual reports for the Foundation financials.
- Enhanced a “Net Position” report by adding Gift Hierarchies and Foundation Fund manager assignments as filters and searchable fields to improve self-service reporting, useful by Gift Fund managers, and the Foundation staff.
- Continued to support budget amendments for new grants and existing budgets, individual one-on-one budget training sessions, and group budget workshops.
- Reviewed and analyzed Workday’s fall release 2024R2 update.
- Updated the Fiscal Services SharePoint portal with many helpful accounting and budget forms, policies, job aids, and video training tutorials.
- Provided all documentation on a special audit from the state auditor.
- Enhanced the 50 percent Law report for easier reconciliation with the Budget to Actuals report.

Accounting

The team completed year-end close, that included all funds, all banking reconciliations, all grant reconciliations, and the Annual Chancellor’s Office Financial Report (311 Annual, 48-page report), which includes the balance sheet (assets, liabilities, fund equity), revenue-expenditures, and fund balance statements for each fund.

Final audit documents and back-ups were provided to external auditors for both the district and Foundation ledgers and continued support was provided for all financial account inquiries, including grant reporting certifications.

Cashier’s Office

The Cashier’s Office continues to support students who have inquiries on their accounts, payment plans, Financial Aid repayments and campus resources, and provide timely and accurate information to help students navigate their financial responsibilities and access the support they need. The team also continues to work with other student support services (EOPS, NEXT UP and CARES), by fostering strong partnership between departments, continuously refining processes and maintaining an environment where every student feels supported and led towards success.

Other projects to improve and streamline services included:

- Collaborating with Student Services on clear messaging on student accounts, add/drop deadlines, policies on Holds, payment reminder notices.

- Continued monitoring of student debt with monthly accounts receivable report status. Past due debt continues to be a challenge with Accounts Receivable balances higher than pre-covid.
- Creating a new collections reporting method to minimize manual labor, which allows staff to quickly pull reports on students who are over 180 days past due, increasing productivity and efficiency.
- Collaborating with ITS on the Student Financials System on T1098 processing to address missing SSN and other data points that are sent to the third-party processor (ECSI).
- Completed beginning of term set up in Student Financials.
- Collaborated with Accounting on custom queries and an excel database for yearend close to resolve student AR and third-party discrepancies from the GL to Oracle reports that results with faster turn-around time.
- Created a new month-end closing process for the cashiering team to ensure that all debt, AR, third party and credit reports are run on a monthly basis for better snapshot pictures. This aids both Accounting and Cashier staff with reconciliation of the cash clearing account.
- Worked closely with College Police to create a 'How To' guide for students on how to log-in online to register their vehicle information and make a payment for parking fees.

Information Technology Services (Anthony Maciel, Associate VP/Chief Information Systems Officer)

Maciel attended the FBI executive briefing with special agents assigned to the San Diego higher education sector. FBI IT security resources and processes were shared. Additionally, Maciel attended the City of Carlsbad Chamber of Commerce IT Cybersecurity Workshop, gaining insights on how to enhance the district's IT security posture.

ITS successfully filled staffing vacancies, welcoming Jim Dorris, Shanon Macintyre, Carlos Renteria, and Jason Snyder to the team.

A successful IT security remediation report was submitted to the State Chancellor's Office and the department is working collaboratively with Instructional Services in the implementation of the common course numbering project as per AB1111.

A revamped ITS website was presented to the Associated Student Government and Technology Advisory Committee to capture valuable student and staff feedback with the goal of making the website easy to navigate and access IT services and resources available.

Enterprise Application Services

The EAS team continually works on new projects in addition to daily support and enhancements of operational systems. EAS recently performed significant updates on most major systems including SURF, Workday, DegreeWorks, and others. Several MIS data compliance reports were prepared and submitted. EAS supported the 2024 open enrollment benefits process including the HSA/FSA split. In collaboration with the purchasing department, new Workday punchout integrations with Dell and Medline simplified the ordering process, creating efficiencies.

New forms and enhancements were completed in the nursing application, non-resident tuition, student check-in, tenure candidates, approved drivers, new curriculum proposal, and classified professional learning processes. EAS developed a dynamic student To-Do list system in

SURF, enhancing the student experience. A proactive StatusPage was implemented, providing students and staff with current district systems' status.

Security and Infrastructure Systems

SIS performed a district-wide firewall upgrade enabling additional features and strengthening MiraCosta's IT security posture. Additionally, the system managing phones and public address system—InformaCast—was upgraded, providing an improved and reliable system. End-of-Life applications, including the district's document management system, were similarly upgraded to maintain a strong, secured IT environment. New IT security certificates were deployed, improving IT security. Security patches were installed, and adjustments were made to MiraCosta's manage, detect, and response service to better meet the district's IT security needs.

Technology Support Services

The TSS team continues to provide exceptional customer service, event management, maintenance, support, and technical training for our students, faculty, and staff. Major projects completed include the successful opening of the new Student Services Building, which included over 200 employees and hundreds of computers and peripherals. QR codes were created for classrooms that will allow faculty easy access to specific technology equipment training. A new advanced audio/visual system was installed in the board room, including flexibility to turn the room into two conference rooms or a large lecture, HyFlex classroom. Five additional classrooms were outfitted with HyFlex technology.

All College Day, Community Leaders Breakfast, 49th District Candidate Forum, and Dia De Los Muertos were notably successful events supported with ITS equipment and staffing. Maintenance was performed on over 3000 instructional computers and the team imaged in excess of 900 student check-out laptops in preparation for the fall semester.

Purchasing and Materials Management (Mina Hernandez, Director)

Copy Center

The Copy Center has initiated the printing of specialized materials for the President's Office. Copy Max previously managed this service. The in-house production has cut costs by about 60 percent, while still upholding the high-quality standards required for these special items. The team has also taken on the task of printing and cutting postcards internally before sending them to Hudson for mailing. This shift has saved the district hundreds of dollars and ensures a seamless transition to mailing services. These updates highlight the team's ongoing dedication to delivering exceptional quality while optimizing budget efficiency.

Purchasing

Punchouts Implementation

The Dell punchout system has been successfully implemented and rolled out districtwide. This achievement represents a significant milestone in streamlining the procurement processes with expanded functionality for technology purchases that streamlines and increases productivity.

Buyer Recruitment

Recruitment for the buyer position has concluded, and Human Resources is in the process of onboarding the candidate. The hiring of the buyer returns Purchasing to full staffing levels.

Bond/CIP Project Collaborations

The Purchasing department continues to work closely with Kitchell and Dovetail through the complicated process of moving staff into new buildings and out of old buildings through review and collaboration of specifications for required services. Additionally, Purchasing continues to work with new Kitchell staff to onboard policies and procedures to ensure a smooth transition and compliance.

Professional Development

The purchasing team recently participated in fall procurement workshops and forums focused on developing and enhancing procurement knowledge for compliance and process improvement. This includes recent workshops with the California Association of Public Procurement Officials, the Southern California Community College Purchasing Association, and the California Association of School Business Officials. Participating in these opportunities strengthens staff's knowledge and provides networking with other procurement professionals.

Warehouse

Building Move Support

With buildings closing and departments moving into the Student Services Building, the warehouse/mailroom collaborated with Facilities, ITS, Kitchell, and Dovetail to ensure that any items related to surplus were marked and brought to the warehouse, and that district assets of \$5,000 and over were accounted for and transferred to the correct location. The warehouse/mailroom team remains committed to ensuring efficient mail and package deliveries. They continue to update and maintain accurate information for new mail stations and package delivery locations. The team's goal is to prevent delays by promptly ensuring that requests and deliveries reach the correct destinations. The warehouse/mailroom team continues to work with Purchasing, ITS, Kitchell, and Dovetail to obtain information about where to direct incoming shipments and how they should be handled.

Surplus Auction and Year End

The warehouse/mailroom's surplus auctions held in May and June generated \$13,254.80. These funds contribute to the district's financial sustainability and support future initiatives. The warehouse/mailroom team received all incoming purchase orders into Workday by the close of June 28 with no issues.

Training

Purchasing and warehouse/mailroom team members attended the active shooter training at the Community Learning Center.

Bookstore (Follett)

Adoptions collection and accuracy ran much smoother in fall 2024 and were more readily available prior to class start, with the adoption renewal process being an incredible success to be repeated for the spring 2025 term.

Listening to feedback from art students, the bookstore expanded the art supplies to its own section in the store, with an eight-foot dedicated section that includes never-before carried merchandise. The added section quickly became popular with Art, EOPS, and Promise students and is expected to continue to yield supplies sales into the spring term and beyond.

Food Services (CulinArt)

The café at both the Oceanside and San Elijo campuses continue to offer hot food, grab and go items, and catering, with lunch being the busiest times at both locations. CulinArt continues to support students by donating perishable and nonperishable food items to Veterans, the Food Pantry, and hungry students in the cafe at the end of every week or before major breaks.