



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – MARCH 14, 2024
CONFERENCE ROOM 1131 – SAN ELIJO CAMPUS
3333 MANCHESTER – CARDIFF, 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 February 15, 2024
- B. Special Meeting of February 15, 2024
- C. Regular Business Meeting of February 15, 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. Facilities Futures Update

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Adopt Annual Resolutions Authorizing Designated Agents
- C. Approve 2023/2024 Legal Services
- D. Approve Travel to Holistic Leadership Council 2024 in Riviera Maya, Mexico – Spring 2024
- E. Approve Notice of Completion for Bid #C11-23 San Elijo Building 800
- F. Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update Licensing, Maintenance and Technical Support Services
- G. Approve Uninterruptible Power Supply (UPS) Refresh Project
- H. Approve Annual Apple Technology Replacement Purchases
- I. Approve Annual Dell Computer Replacement Purchases
- J. Approve Communication Site Lease Agreement Amendment
- K. Ratify and Approve Contracts and Purchase Orders

VIII. ACTION ITEMS

- A. Approve Submission of 2024 California Community Colleges Trustee Board Election Ballot
- B. Approve Health Services Fee

IX. SECOND READ – BOARD POLICIES (Action Required)

- A. Board Policy 6620 – Naming of Facilities

X. FIRST READ – BOARD POLICIES

- A. Board Policy 5030 - Fees

XI. 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

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING
4 p.m. – April 18, 2024
Regular Business Meeting

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's website at <http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm>. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu.

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



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

MINUTES OF CLOSED SESSION MEETING

**FEBRUARY 15, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, February 15, 2024, in Room 1054 at the Oceanside Campus. President Rick Cassar called the meeting to order at 1 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

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

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

MiraCosta employee Irma Ramos asked to hear the matter in open session, and she and her attorney made comment.

IV. DECLARE NEED FOR CLOSED SESSION

At 1:17 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke and Assistant Superintendent/Vice President Ng, to discuss the following topic:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

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

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

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

At 2:02 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

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

Employee organizations: All Groups

No report.

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

(Pursuant to Government Code section 54957)

The board of trustees took action to terminate the Personal Services Contract of the Program Advisor I, Small Business Development Center, effective February 16, 2024, pursuant to paragraph 6 of the contract. The vote was unanimous.

VI. ADJOURNMENT

The meeting adjourned at 2:02p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



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

MINUTES OF SPECIAL MEETING

**FEBRUARY 15, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, February 15, 2024, in room T-200. President Rick Cassar called the meeting to order at 2:15 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

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

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

None.

IV. PROCESS DISCUSSION

Trustee Cassar described in public the interview and rating process and procedure prior to the candidate interviews.

V. CANDIDATE INTERVIEWS

A. The board interviewed candidates Mike Blessing, Gabriela Jimenez, Graciela Redgate, and Heather Conklin individually.

VI. VOTING

In accordance with the process described and read in public, each trustee remained in their seat and rated the candidates. Assistant Board Secretary Julie Bollerud tallied the rankings in public. No one candidate received four or more first place votes. Therefore, as described in the procedure, the first and second place votes were then weighted. Candidate Heather Conklin received the most weighted votes.

VII. ACTION ITEM

A. Appoint New Trustee for MiraCosta Community College District Area #7

By motion of Trustee McNeil, seconded by Trustee Merchat, the board appointed Heather Conklin as Area 7 Trustee.

Vote: 6/0/0

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

Abstentions: None

Absent: None

VIII. ADJOURNMENT

The meeting adjourned at 3:54 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



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

MINUTES OF REGULAR BUSINESS MEETING

**FEBRUARY 15, 2024
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, February 15, 2024, in-person in the Boardroom, Room OCT 200, at the Oceanside Campus. President Rick Cassar called the meeting to order at 4 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

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

III. ADMINISTER OATH OF OFFICE TO AREA 7 TRUSTEE APPOINTEE

Heather Conklin was sworn in as Area 7 Trustee for the MiraCosta Community College District.

IV. APPROVE MEETING MINUTES

A. Special/Closed Meeting of January 18, 2024

B. Regular Business Meeting of January 18, 2024

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the special/closed meeting minutes and the regular meeting minutes of January 18, 2024.

Vote: 6/0/1

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

Abstentions: Conklin

Absent: None

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

None.

VI. CHANGES IN AGENDA ORDER

Trustee Cassar noted that Information Item XII.A (public hearing) would take place prior to taking action on Action Item IX.F.

VII. PRESENTATIONS

A. Sabbatical Report from Faculty – Alexis Tucker Sade

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

Once a determination of the barriers is made and data is more fully analyzed, then Tucker Sade and her partnership will create an intervention and test it for effectiveness. She believes cervical cancer is a problem that can be solved in the region, and she actively and broadly presents her research thus far.

In an effort to ensure that MiraCosta students have access to high-quality cutting-edge education and experiences, this is year four of taking MANA students to a professional emerging scholars conference. In collaboration with UCSD, Tucker Sade created a Global Health course and Global Health certificate, all with zero textbook cost or at least low-cost textbooks for the courses. She expressed interest in seeing MiraCosta help scholars engage in research.

VIII. CONSENT ITEMS

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

By motion of Trustee Clendening, seconded by Trustee McNeil, consent items A-J were approved.

Vote: 6/0/1

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

Abstentions: Conklin

Absent: None

IX. ACTION

A. Adopt Resolution No. 11-23/24: to excuse trustee absence from December 14 organizational meeting (Trustee Cassar)

By motion of Trustee Clendening, seconded by Trustee Merchat, the board adopted Resolution No. 11-23/24.

Vote: 5/0/2
Aye: Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: Cassar, Conklin
Absent: None

B. Adopt Resolution No. 12-23/24: to excuse trustee absence from December 14 organizational meeting (Trustee Clendening)

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted Resolution No. 12-23/24.

Vote: 5/0/2
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: Clendening, Conklin
Absent: None

C. Approve Award of a Design-Build Services Contract for RFQ/P #MM-23-003 Oceanside B4500 Science Building Renovation Project

By motion of Trustee McNeil, seconded by Trustee Clendening, the board approved the Award of a Design-Build Services Contract for RFQ/P #MM-23-003 Oceanside B4500 Science Building Renovation Project.

Vote: 6/0/1
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: Conklin
Absent: None

D. Approve FY2024/25 Nonresident Tuition Fee

By motion of Trustee Merchat, seconded by Trustee McNeil, the board adopted Resolution No. 9–23/24, to approve the FY2024/25 Nonresident Tuition fee.

Vote: 6/0/1
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: Conklin
Absent: None

E. Appoint Independent Citizens' Bond Oversight Committee Members

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board appointed Amy McNamara-Wynne to serve as a member of the Independent Citizens' Bond Oversight Committee for a first two (2)-year term beginning in April 2024.

Vote: 6/0/1
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: Conklin
Absent: None

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

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024.

Vote: 6/0/1

Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: Conklin
Absent: None

X. SECOND READING – BOARD POLICIES (Action Required)

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

By motion of Trustee McNeil, seconded by Trustee Pedroza, the adopted Board Policy 7390 – Remote Work.

Vote: 6/0/1

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

Abstentions: Conklin

Absent: None

XI. FIRST READING – BOARD POLICIES

A. Board Policy 6620 – Naming of Facilities

Board Policy 6620 was reviewed and discussed and will be brought to the board for a second read and adoption at a future meeting.

XII. INFORMATION

A. Public Hearing – 4:30 p.m. MiraCosta Community College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024

The public hearing was opened at 4:47 p.m., and no public comments were made. The public hearing was closed at 4:48 p.m.

B. Report Update of Emergency Declaration and Emergency Actions for Oceanside Main Power Outages

Assistant Superintendent/Vice President Tim Flood provided a written report on the emergency declaration and emergency actions for the Oceanside Campus power outages last semester.

C. Second Quarter Fiscal Report

The Second Quarter Fiscal Report was reviewed.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

All board trustees attended the SDICCCA Dinner on February 8.

Trustees McNeil and Merchat attended a Facilities Liaison meeting, and they acknowledged their appreciation for the professionalism of the Kitchell Team.

Trustees Cassar, Clendening, and McNeil, attended the Kinesiology, Athletics, Health, Nutrition, and Gym facilities ribbon cutting, as did at least 200 other community members and MiraCostans. Trustee Cassar noted the student presentation by JC Campbell was amazing, and he commended Trustee McNeil for providing remarks.

Trustee Clendening attended the Community College League of Trustees and the Legislative Conference in Sacramento at the end of January and a CSUSM advisory group meeting.

Trustees shined a light on Dr. Cooke and thanked her for her leadership with the many positive impacts resulting from her involvement both locally, regionally, and nationally, all of which benefit MiraCosta College.

Trustee Pedroza attended the National ACCT conference in Washington D.C.

Trustee Merchat continues his support of the Farmers Market at the San Elijo Campus on Saturdays.

Newly appointed Trustee Heather Conklin expressed her appreciation for being able to serve on the board and her eagerness to support the district's ongoing efforts alongside her colleagues.

B. Students

Student Trustee Kenneth Pilco was unable to attend this meeting.

C. Classified Employees

Immediate Past Classified Senate (CS) President Carl Banks noted he will be stepping into the vice president role, as Omar Jimenez steps back into the role of president. CS is working on a schedule of tasks and review of documents. Banks thanked the board, as well as Cooke and Ng, for welcoming him in this role.

D. Faculty

Academic Senate (AS) President Leila Safaralian reported Joyful Teacher in Residence Jim Sullivan will continue for another year. This extension is made possible thanks to the renewal of the Memorandum of Understanding (MOU) between the district and Faculty Assembly.

Faculty are especially busy this spring with hiring new faculty, scheduling summer and fall courses, and elections.

Safaralian reported AS focused on the student voice during the month of January. Students shared their experiences in the classroom, which will help faculty to enhance the student experience. Closing equity gaps is the theme for February, which will include conversations around AI and equity.

With election season upon us, the AS has five seats open for fulltime faculty senators, two seats for associate faculty senators, and one seat open for vice president.

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona applauded MiraCosta Theatre students who were recognized as finalists at the Kennedy Center. This is a significant achievement for the students and the Theatre Department.

MiraCosta College has been awarded a \$99,000 Apprenticeship Seed Grant. This grant will be utilized to explore the potential for awarding credit for prior learning, which is specifically applicable to the biomanufacturing bachelor's degree program. Pescarmona acknowledged the good work of Ben Gamboa in making this happen.

Plans are underway for two scheduling summits to examine and improve how course scheduling aligns with student goals. Faculty and staff are actively participating. MiraCosta College's enrollment has increased by 8 percent, and we are nearing the 10,000 FTES mark. The college is committed to refining scheduling practices to serve its students better, and faculty and staff are actively engaged.

Pescarmona acknowledged Dean of Instructional Services Zhenya Lindstrom for her efforts to convene over 40 people at our San Elijo campus from across all three districts with whom we partner (Oceanside Unified, Carlsbad Unified, and San Dieguito Unified). The meeting included a deep dive into dual enrollment data and where improvements can be made. The college is working toward having CCAP agreements, rather than MOUs, with all three districts within the year.

Lindstrom is also the faculty lead in the two scheduling summits, to be held February 29 and March 29, where attendees will be examining the data gathered from scheduling surveys and exploring how to best meet the needs of our students.

Many regulatory and legislative updates around Continuing Education reform with AB 1705 continue to be worked on diligently. Pescarmona acknowledged the Math Department for their work in this area and for hosting regional convenings.

Pescarmona also recognized the hard work of the Courses and Programs Committee, including Teresa Bolanos and Scott Fallstrom, the two new committee chairs. Work continues on changes around work experience, local general education patterns, as well as the implementation of AB 928 (CalGETC pathway).

2. Student Services

Assistant Superintendent/Vice President Wojcik submitted a written report.

3. Administrative Services

Assistant Superintendent/Vice President Flood was away on district business; Katie White provided a report in his absence. The district has contracted with a security operations center for enhanced IT security in an effort to prevent cyber attacks or other problematic actions.

The San Diego County Taxpayer Association, after looking at key factors, gave us an excellent grade on two of our Measure MM projects. White expressed appreciation for all of the teamwork at the college needed to achieve this.

4. Human Resources

Assistant Superintendent/Vice President Ng thanked the Benefits team for completing the second round of benefits enrollment that moved us to a new benefits provider.

Ng thanked the HR Recruitment team for providing recruitment training to all faculty.

The college was represented at the Black Educators Networking event at San Diego City College, where we hosted a booth.

Ng thanked the board for approving the HR Division reorganization, which will benefit the district. He also recognized Hayley Schwartzkopf for her valued service to the college.

F. Superintendent/President

Superintendent/President Cooke also thanked Haley for her dedicated service to the college. She thanked Kristen Huyck for being the glue for the legislative conferences and ensuring leadership have what they need for the multiple projects in which the college is involved.

We are finalists in the advancing equity across our communities award by the American Association of Community Colleges (AACC). This says volumes about the work we've been doing for years at the college.

A Futures signals spotter session was held yesterday, hosted by Wendy Stewart. Two Futures cohorts from community college colleagues from across the nation through the TCI will begin, and a third cohort will focus on workforce development.

We exceeded our Foundation's \$10 million campaign and have updated our naming of facilities process.

Cooke thanked all of the candidates who expressed interest in serving as trustee for Area 7, which was vacated by William Fischer. She noted all had strengths, and she congratulated Heather Conklin who was appointed as trustee.

Cooke thanked Julie Bollerud for orchestrating the events of the day involving the trustee appointment process.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

Trustee McNeil announced he will not be seeking re-election.



XV. ADJOURNMENT

The meeting adjourned at 5:49 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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

Subject: Facilities Futures Update	Attachment: PowerPoint Presentation
Category: Presentation	Type of Board Consideration: Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


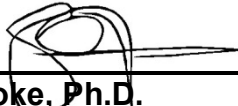
Work on the Facilities Futures Plan continues and has progressed through the data gathering and input phase to data analysis and option development. The Budget and Planning Committee (BPC) and Campus Advisory Committee (CAC) have begun to hold joint meetings monthly to discuss the findings and develop facilities options with a focus on future needs and space flexibility. The Facilities Futures Plan will have a focus on sustainability efforts and incorporate futures strategies and signals.

STATUS

A presentation that highlights the work completed to date.

RECOMMENDATION

The presentation is an information item only.

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. Resignation of the following classified employees:

Lilian De Alba, Administrative Support Assistant I, Counseling, position P-06163, effective March 6, 2024.

Beatriz Palmer, Program Manager, Service Learning, position P-00326, effective March 1, 2024.

Siria Flores, Student Services Specialist, Student Services, position P-07476, effective March 13, 2024.

2. Retirement of the following classified employees:

Momoyo Dahle, Learning Coach, STEM Learning Center, position P-00263, effective March 29, 2024.

Lois Templin, Accounting Manager, Fiscal Services, position P-00015, effective March 31, 2024.

3. Employment of the following regular classified employees:

Nha Nguyen, Locker Room Safety Assistant, Police Enforcement Unit 2, position P-08300, salary range 9, step 1, \$11,832 per year, 12 hours per week, 10 months spread over 12 months per year, effective February 20, 2024. Nha was selected through an open recruitment process.

Bobby Sterling, Police Sergeant, position P-00315, salary range 32, step 2, \$8,566.25 per month, full-time, effective March 1, 2024. Bobby was selected through an open recruitment process.

Abigail Vivas-Orozco, Administrative Support Assistant I, Transfer Center, position P-06166, salary range 9, step 1, \$1,772.80 per month, 18 hours per week, 12 months per year, effective March 4, 2024. Abigail was selected through an open recruitment process.

4. Permanent change of assignment for Ellen Keene, part-time Library Technician I, Public Services, position P-00297, to full-time Library Technician I, Public Services, position P-00268, range 16, step 3, \$5,357.42 per month, full-time, 10 months per year, effective February 12, 2024. Ellen was selected through right of assignment.
5. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Olivia Elmer, Administrative Support Assistant I, Student Services, position P-06162 will serve as Interim Administrative Support Assistant III, Academic and Career Pathways, classified salary range 20, step 1, \$5,419.08 per month, full-time, effective February 26 - June 30, 2024.

Manuel Acero, Admissions and Records Specialist, position P-00035, will serve as Interim Academic Records Evaluator, classified salary range 23, longevity year 16, \$8,282.58 per month, full-time, effective February 19 – June 30, 2024.

Marisol Zacarias, Administrative Support Assistant III, Student Life and Leadership, position P-06170, will serve as Interim Admissions and Records Specialist, range 20, step 2, \$5,718 per month, full-time, effective March 1 - June 30, 2024.

Shawna Sourivanh, Human Resources Supervisor, position P-00194, will serve as Interim Director, Human Resources, CM-19, step 1, longevity year L-2, \$13,114.33 per month, full-time, effective February 20 – June 30, 2024.

Eva Brown, Executive Assistant to Vice President, Human Resources, position P-00161, will serve as Interim Human Resources Analyst, Benefits and Leaves, confidential classified salary range 29, step 5, longevity year 9, \$9,097.92 per month, full-time, effective February 26 – June 30, 2024.

Lisa Orcutt, Human Resources Analyst, position P-00189, will serve as Interim Employee Relations Specialist, confidential classified salary range 34, step 1, \$8,119.50 per month, full-time, effective February 26 - June 30, 2024.

Cindy Arce, Student Services Coordinator, Student Equity, position P-00371, will continue to serve as Interim Program Manager, Academic Success and Equity, classified salary range 31, step 3, \$8,263 per month, full-time, effective December 7, 2023 – February 29, 2024.

Gregorio Reyes, Student Services Specialist, Student Equity, position P-08918, will continue to serve as Interim Student Services Coordinator, classified salary range 26, step 1, \$6,445.92 per month, full-time, effective December 7, 2023 – February 29, 2024.

6. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, Janet Ricci, Associate Psychology Instructor, requests advancement on the associate faculty salary schedule, from salary class 5 to 6, due to the completion of a doctoral degree, effective April 1, 2024.
7. The following faculty members have given notice of their intent to advance on the academic salary schedule due to the completion of SAC approved coursework, effective July 1, 2024:
 - a. Elizabeth Clarke, Noncredit ESL Instructor, position P-00582, from salary class 2 to 3.
 - b. Emily Mercuri, Nursing Instructor, position P-00592, from salary class 3 to 4.
8. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, the following associate faculty members request advancement on the associate faculty salary schedule due to the completion of SAC approved coursework, effective July 1, 2024, as follows:
 - a. Scott Douglas, Associate Mathematics Instructor, position P-05906, from salary class 2 to 3.
 - b. Tony Hickman, Associate Adult High School Instructor, position P-02254, from salary class 1 to 2.
9. Employment of the following associate faculty members for the 2024 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:




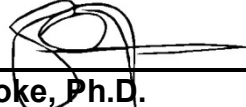
George	Orwa	Biotechnology
Lilian	De Alba	Counseling
Amber	Rivas	Counseling
Burcu	Chatham	English as a Second Language
Gary	Rich	Music
Lyndsey	Lovelace - Jarvis	Nursing
10. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of 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
Brian Matthews	GEAR UP Support Staff III	Short-term	GEAR UP	\$18.00/hr	3/15/24	6/30/24
Giuliana Guanilo	Receptionist / Switchboard Operator	Short-term	Public Information Office	\$22.75/hr	3/15/24	6/28/24
Esther Delgado	Campus Aide III	Short-term	Inclusion, Diversity, Equity and Accessibility	\$20.00/hr	3/15/24	6/30/24
Ksenia Cavo	Campus Aide III	Short-term	Admissions and Records	\$20.00/hr	3/15/24	6/30/24

Marleny Medina Serrano	Campus Aide III	Short-term	Counseling and Student Development	\$20.00/hr	3/15/24	6/30/24
Susy Morales Benitez	Student Services Specialist	Short-term	Student Equity	\$32.19/hr	3/18/24	6/30/24
Anna Valencia	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24
Betzaida Aguilar	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24
Jasmin Amezcua	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24
Leslie Anastacio Gil	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24
Megan Sabol	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24
Sofia Aloia	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/1/24	7/31/24

RECOMMENDATION

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

Subject: Adopt Annual Resolutions Authorizing Designated Agents	Attachment: Resolution No. 13-23/24 – Designate Authorized Representative to the San Diego County School Fringe Benefits Consortium for Fringe Benefits Programs
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc mission statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


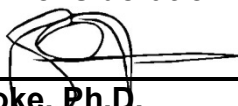
Pursuant to various sections of the Education Code, it is necessary that a governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the district. The following fiscal year is the normal effective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

STATUS

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

RECOMMENDATION

Adopt Resolution #13-23/24 designating Charlie Ng, Briana Schaeffer, or Eva Brown to act as authorized agents to perform all items pertaining to the interest of the board of trustees as a legislative body pursuant to the terms of the San Diego County School Risk Management Fringe Benefits agreement.

Subject: Approve 2023/2024 Legal Services	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:  Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

In order to have board-approved legal counsel for non-JPA-assigned legal services on call, it is necessary for the board of trustees to approve legal services for the 2023/24 fiscal year.



- McDougal Boehmer Foley Lyon Mitchell & Erickson - general legal services, emphasis on major community college issues, contract and employment law, and governing board issues.
 - Hourly rates
 - Partner (Principal) – Non-Mandated Cost \$305
 - Attorney – Non-Mandated cost \$305
 - Partner/Attorney – Mandated Rate \$225
(negotiations, grievances, etc.)
 - Paralegal \$125
 - Legal Clerk \$200
 - Telephone Consultation (no charge for Telephone consultation lasting less than 15 minutes with district administrators) \$305
 - Court Litigation \$305

- Travel (Portal-to-Portal + Travel Expenses) \$225

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

RECOMMENDATION

Approve 2023/2024 legal services, as stated.

Subject: Approve Travel to Holistic Leadership Council 2024 in Riviera Maya, Mexico – Spring 2024	Attachment: Holistic Leadership Council 2024 Annual Retreat Schedule
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In compliance with Board Policy 7400 Employee Travel, MiraCosta College Kinesiology (Yoga) Associate Faculty Instructor Stacy McCarthy is requesting approval to travel to Riviera Maya, Mexico, from April 4 through April 7, 2024, to attend the Holistic Leadership Council 2024 Annual Retreat.

STATUS

The purpose of this trip is to attend the Holistic Leadership Council (HLC) 2024 Annual Retreat at the Palmaia: The House of Aïa progressive wellness and spa resort in the Riviera Maya, Mexico. MiraCosta College will be sending one of our lead yoga instructors, Stacy McCarthy, to the event, aimed at fostering connections with leaders in the holistic health field. The objective is to exchange best practices and explore cutting-edge research that can be brought back to the institution and shared with instructors and students. This collaborative endeavor underscores our commitment to shaping the future of holistic health and promoting positive impacts on our students’ well-being and on environmental sustainability. The HLC is comprised of leaders from various parts of the world, emphasizing its international scope and significance.

RECOMMENDATION

Approve the out-of-country travel for Stacy McCarthy to travel to Riviera Maya, Mexico, April 4 -17, 2024, to attend the Holistic Leadership Council 2024 Annual Retreat with a not-to-exceed cost of \$650.



Holistic Leadership Council 2024 Annual Retreat

The Holistic Leadership Council Mastermind Group offers the connection with, learn from, and deepen relationships with the top leaders in the health field from multiple disciplines.

The Holistic Leadership Council retreats happen each year in person with other world leading experts where we contribute towards shaping the future of healthcare.

One of the objectives of the HLC mission is to nurture and build upon our individual and collective brilliance, reach, impact, and income as leading-edge health experts, influencers, and conscious business owners.

During the HLC Mastermind's annual retreat program, the underlying focus is to explore the elevated practices from various health and wellness modalities that foster a foundation for the professionals in the holistic and integrative health industries' toolkits for success as business leaders. Members of the Mastermind present and teach the expertise of their mastered practice, offering insight into the most current innovative and creative approaches available for self-improvement in addition to frameworks that can elevate their business affiliate opportunities.

Daily morning embodiment and movement-based classes set the stage for each of the three days' presentations. A yogic practice primes the individual's physiology and brain. The ancient art of the yogic traditions brings an embodied complementary health approach demonstrating positive effects on brain health via structure, function, and cerebral blood flow.

Being an instructor of yoga practice at the retreat enables a real-time experience of how the direct benefits of a yoga regimen correlate to an optimal addition for health professionals who operate at a high-functioning level.

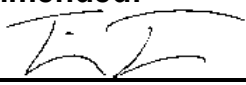

In addition to the value of instructing a group of this stature, the opportunities to learn from other yoga or embodied therapy practices will be available from other members in the modality.

Yours In Health,

Holistic Leadership Council
Board of Directors

TIME	WHERE	THURSDAY -	FRIDAY - April 5th	SATURDAY 6th	SUNDAY 7th
		Emcee -	Emcee -	Emcee -	Emcee -
		Cyrus, Marlene, Tom, Nathan	Advanced Business and Marketing Strategies	Cutting Edge Health and Tech Science	Cultivating Leadership and Personal Development
8:00am - 8:45am		N/A	YOGA - Stacy McCarthy	Master Chunyi Qigong	Block Therapy Deanna Hansen
9:00am - 10:00am		N/A	BREAKFAST	BREAKFAST	BREAKFAST
10:15am - 10:30am			15 MIN SHARING/CONNECTING ACTIVITY / HotSeat	15 MIN SHARING/CONNECTING ACTIVITY / HotSeat	15 MIN SHARING/CONNECTING ACTIVITY / HotSeat
10:30am - 11:00am		N/A	PRESENTATION	PRESENTATION	PRESENTATION
11:00am - 11:30am		N/A	PRESENTATION	PRESENTATION	PRESENTATION
11:30am - 12:00pm		N/A	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
12:00pm - 12:30pm		N/A	PRESENTATION	CHUNYI - SELF ENERGY HEALING	PRESENTATION? OR FREE TIME OR CLOSING CEREMONY EXPERIENCE
12:30pm - 1:00pm			PRESENTATION	PRESENTATION - Deanna Hansen?	PRESENTATION? OR FREE TIME OR CLOSING CEREMONY EXPERIENCE
1:00pm-		Check-In	LUNCH	LUNCH	LUNCH

2:00pm					
2:00pm - 5:00 pm		Check-in	FREE TIME / SPA TIME / MEET AT BEACH	FREE TIME / SPA TIME / MEET AT POOL	FREE TIME / SPA TIME / MEET AT —
4:00pm - 5:15pm		Welcome Reception - Chris Chickering perform or Dinner			
5:15pm - 6:15pm		PRIVATE - ARCHITECTS OF LIFE	PRIVATE - ARCHITECTS OF LIFE	TOM MOORCRAFT Guided Meditation	DINNER
6:30pm- 8:00pm		DINNER	DINNER	DINNER	Public - Sounds of Rituals
8:00pm - ON		Rejuvenation / MEETUP	Dance/ MEETUP	Dance / MEETUP	Rejuvenation/ MEETUP

Subject: Approve Notice of Completion for Bid #C11-23 San Elijo Building 800	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

San Elijo Building 800, formerly known as the San Elijo Administrative and Student Services Building, is now the new location for the Small Business Development Center (SBDC), Veterans Business Outreach Center (VBOC), and Center of Excellence (COE). These three programs were formerly housed at the Technical Career Institute (TCI) in Carlsbad. They have been relocated to provide space for the Welding and Brew Tech programs, which have moved from an offsite location to the TCI.


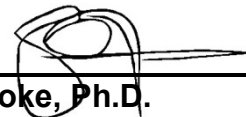
The remodel consisted of alterations to the interior of the building, including new finishes, additional interior offices, minor electrical changes, updated fire alarm systems, and installation of new ceilings and lights. These alterations brought the building up to the same standard as the other recently renovated buildings at the San Elijo Campus.

STATUS

This project is 100 percent complete.

RECOMMENDATION

Approve the Notice of Completion Bid # C11-23 San Elijo Building 800 Renovation Project and direct the director, facilities to file Notice of Completion with the appropriate agency.

Subject: Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update Licensing, Maintenance and Technical Support Services	Attachments: <ul style="list-style-type: none"> • Support Service # 14606691 • Support Service # 6292530 • Support Service # 6295269 • Support Service # P-98-144-00-000-32 • Support Service # 2760043
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

In 1998, the district entered into the first contract with PeopleSoft/Oracle. Through programmatic growth and changes to technology, the district has expanded the use of various Oracle Enterprise Resource Planning (ERP) PeopleSoft system modules. To maintain the ongoing use of the modules, the district must annually renew contracts for its standard maintenance and technical support services.

STATUS



Pursuant to the district’s AP6340, all contracts valued more than the current public contract code formal bid level must be presented to the board for prior approval. The contract for software update licensing, maintenance, and technical support services is for the period of July 1, 2024 – June 30, 2025, and is expected to cost \$685,366.99 plus applicable taxes.

Oracle/Peoplesoft Modules	Proposal #:	Start/End Dates	Amount
Student Admin eBenefits	14606691	7/01/24 – 6/30/25	\$11,082.31
Student Admin Campus Directory	6292530	7/01/24 – 6/30/25	\$2,643.98
PeopleSoft Enterprise eBenefits	6295269	7/01/24 – 6/30/25	\$830.09
Student Administration	P-98-144-00-000-32	7/01/24 – 6/30/25	\$329,518.23
Database	2760043	7/01/24 – 6/30/25	\$341,292.38
Total:			<u>\$685,366.99</u>

Pricing and associated terms and conditions are per the Master Technical Services and Support Agreement (TSSA) with Oracle, contract #US-PS-TSSA-2796731, dated March 10, 2021. Funds to renew the software update licensing, maintenance, and technical support services are budgeted within the Information Technology replacement budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the Oracle Enterprise Resource Planning (ERP) PeopleSoft software update licensing, maintenance, and technical support services renewal agreements at a cost of \$685,366.99 plus applicable taxes for the period of July 1, 2024 – June 30, 2025.

Subject: Approve Uninterruptible Power Supply (UPS) Refresh Project	Attachment: Trace3 Quote
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> 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

The district is refreshing its end-of-life Uninterruptible Power Supply (UPS) infrastructure systems. The new UPS systems will provide sixty minutes of run time during power outages. Centrally managed software will monitor the systems’ operation and battery health, while allowing the efficient application of security patches and operational updates.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”), obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of National Cooperative Purchasing Alliance (NCPA) contract #01-97 awarded to TD Synnex, using Trace3 as the reseller, will provide the lowest cost and best overall value for the purchase of the new equipment.

SUPPLIER	DESCRIPTION	COST
Trace3	Hardware (Taxable)	\$181,945.49
	Software Licensing	\$4,592.57
	Warranty	\$32,873.12
	Sales Tax	\$15,010.50
	Estimated Freight Charges	\$5,080.00
	TOTAL	\$239,501.68

This purchase includes equipment, software, installation, and warranties with a procurement cost of \$239,501.68, including tax and freight charges.

Funds to complete this project are budgeted within the Information Technology replacement budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement with Trace3 in accordance with the terms and conditions of NCPA Contract #01-97 for \$239,501.68.

TRACE3



APC - UPS Battery Refresh



Prepared for:

MiraCosta College

Cornel Ruston
cruston@miracosta.edu

AP4450A

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
1	72	AP4450A	APC BY SCHNEIDER ELECTRIC:Rack ATS, 100/120V, 15A, 5-15 in, -10 5-15R out	\$907.79	\$65,360.88
2	1	SFTWES100-DIGI	APC BY SCHNEIDER ELECTRIC:EcoStruxure IT Expert Access for 100 nodes	\$4,592.57	\$4,592.57
3	12	WBEXTWAR3YR-SP-05	APC BY SCHNEIDER ELECTRIC:3 Year Extended Warranty	\$499.08	\$5,988.96

Subtotal: **\$75,942.41**

1500's and 3000's

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
1	36	SRT1500RMXLA-NC	APC BY SCHNEIDER ELECTRIC:UPS - Rack-Mountable - 1350Watt - USB Cable - 6 NEMA 5-15R - Black	\$1,705.52	\$61,398.72
2	36	WBEXTWAR3YR-SP-05	APC BY SCHNEIDER ELECTRIC:3 Year Extended Warranty	\$499.08	\$17,966.88
3	7	SRT3000RMXLA-NC	APC BY SCHNEIDER ELECTRIC:APC Smart-UPS SRT 3000VA RM 120V Network Card	\$3,582.41	\$25,076.87
4	7	WBEXTWAR3YR-SP-05	APC BY SCHNEIDER ELECTRIC:3 Year Extended Warranty	\$499.08	\$3,493.56
5	22	SRT48RMBP	APC BY SCHNEIDER ELECTRIC:SMARTUPS SRT 48V 1KVA 1.5KVA RM BATTERYP	\$818.56	\$18,008.32
6	22	WBEXTWAR3YR-SP-02	APC BY SCHNEIDER ELECTRIC:3 Year Extended Warranty	\$88.81	\$1,953.82
7	10	SRT96RMBP	APC BY SCHNEIDER ELECTRIC:APC Smart-UPS SRT 96 V 3 kVA RM Battery Pack	\$1,210.07	\$12,100.70

1500's and 3000's

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
8	10	WEXTWAR3YR-SP-04	APC BY SCHNEIDER ELECTRIC:3 Year Extended Warranty	\$346.99	\$3,469.90

Subtotal: **\$143,468.77**

Quote Notes

Additional Information
Using purchasing contract NCPA 1-97
Estimated Tax to 92056 (8.25%) - \$15,010.50
Estimated Freight - \$5,080.00



APC - UPS Battery Refresh

Prepared by:

Trace3 - San Diego
Kevin Gryniwicz
kgryniwicz@trace3.com

Prepared for:

MiraCosta College
1 Barnard Dr
Oceanside, CA 92056-3820
Cornel Ruston
(760) 795-6737
cruston@miracosta.edu

Quote Information:

Quote Date: 01/16/2024
Expiration Date: 02/29/2024

Quote Summary



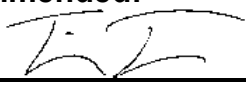

Description	Amount
AP4450A	\$75,942.41
1500's and 3000's	\$143,468.77
Total:	\$219,411.18

Upon client signatory's execution of this Quote, he/she affirms that:

1. Client will purchase and pay Trace3 for the equipment and/or services referenced above;
2. Without a separate written agreement signed by Trace3 and client, equipment and/or services referenced above are provided solely subject to the terms of this Quote and the applicable terms and conditions located at <http://www.trace3.com/legal>
3. He/she is authorized to accept this Quote on behalf of client and has complied with all of client's business practices in making this purchase;
4. Quoted amounts exclude sales taxes, which will be charged on all U.S. shipments; and
5. Client is responsible for submitting exemption certificates for sales tax-exempt purchases.
6. Use of the equipment and/or services referenced above is subject to the applicable end-user license agreement of the manufacturer.

MiraCosta College

Signature: _____
Name: _____
Title: _____
Date: _____

Subject: Approve Annual Apple Technology Replacement Purchases	Attachment: None
Category: Consent Items	Type of Board Consideration: Information  Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2  Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district conducts annual computer replacements for equipment used in the classrooms and operations, including faculty and staff equipment. The ongoing replacement cycles provide up-to-date hardware to keep up with the demands of applications, software, and processing power in support of student success.

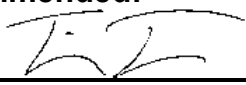

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as "piggyback"), obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. As a result, board agenda item VIII.Y, approved at the June 22, 2023, meeting, authorizes the use of the Foundation for California Community Colleges (FCCC) agreement #0000-4442 with CDW Government, Inc. (CDWG) for the purchase of supplies, technology, software, equipment another other miscellaneous material, at the lowest cost and best overall value for district technology purchases.

The Information Technology Services (ITS) department identified expenditures of Apple technology equipment replacement through CDWG in the amount not to exceed \$500,000 for the fiscal year 2024/25. Funds for equipment purchases have been identified within the ITS equipment replacement budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the Apple equipment procurements through CDWG, as needed, throughout the fiscal year 2024/25, in the amount not to exceed \$500,000.

Subject: Approve Annual Dell Computer Replacement Purchases	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district conducts annual computer replacements for equipment used in the classrooms and operations, including faculty and staff equipment. The ongoing replacement cycles provide up-to-date hardware to keep up with the demands of applications, software, and processing power in support of student success.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as "piggyback"), obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. As a result, board agenda item VIII.Y, approved at the June 22, 2023, meeting, authorizes the use of the Foundation for California Community Colleges (FCCC) agreement #0000-4206 with Dell Marketing, L.P. (Dell) for the purchase of supplies, technology, software, equipment another other miscellaneous material, at the lowest cost and best overall value for district technology purchases.

The Information Technology Services (ITS) department identified expenditures of the Dell technology equipment replacement in the amount not to exceed \$1,200,000 for the fiscal year 2024/25. Funds for equipment purchases have been identified within the ITS equipment replacement budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the Dell procurements, as needed, throughout the fiscal year 2024/25, in the amount not to exceed \$1,200,000.

Subject: Approve Communication Site Lease Agreement Amendment	Attachment: <u>Communication Site Lease Agreement Amendment</u>
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent Action </div>
Institutional Goals: <u>mcc_mission_statement.pdf (miracosta.edu)</u>	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: <hr style="width: 80%; margin: 0 auto;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr style="width: 80%; margin: 0 auto;"/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On August 30, 1999, the district entered into a lease agreement with Pacific Bell Wireless, LLC (“Lessee”). The First Amendment to Communication Site Lease Agreement (“Lease Amendment”) is submitted for board approval. The Lease Amendment modifies the Communication Site Lease Agreement (“Lease”) dated August 30, 1999 between the District and Pacific Bell Wireless, LLC (“Lessee”) for Lessee’s installation and operation of cellular antennae and related equipment on the District’s MiraCosta College campus.

The Lease provided for an initial Term of five (5) years and five (5) Lessee options to renew the Lease Term, with each renewal term for five (5) years. The first three (3) options to renew were exercised by the Lessee and, if Lessee exercised the remaining options to renew the Term, the Lease would expire as of July 31, 2030.

The Lease has provided the district with a lease payment revenue stream and enhancement of cellular signal service on the MiraCosta College Oceanside campus. Upon assessment of the value to the district resulting from lease revenue and cellular signal enhancement, district staff concluded that the best interests of the district are served by further providing additional options of Lessee to renew the Lease Term and adjustment of the Lease payments due the district.

District staff engaged in negotiations with Lessee to establish terms and conditions for additional options to renew and increasing payments due under the Lease. The Lease Amendment is the result of such negotiations; the Lease Amendment modifies the Lease in the following manner:

- Lessee is granted an additional five (5) options to renew the Lease Term, resulting in a total of ten (10) options to renew the Lease Term, with each renewal term for a duration of five years; if all options to renew are exercised, the termination date of the Lease would be July 31, 2055.

- Lessee will make a “one-time” payment of \$10,000 to the district upon execution of the Lease Amendment.
- An adjustment of the monthly Lease payment to \$2,511 per month for the first twelve (12) months of the Lease Amendment.
- The monthly Lease payments are subject to annual adjustments based on Consumer Price Index percentage changes in the prior twelve (12) month period, subject to a minimum annual Lease payment increase of 3 percent and a maximum annual Lease payment increase of 7 percent.

STATUS

Lease Amendment negotiations with the Lessee were conducted on behalf of the district by the district’s vice president, administrative services. Specific objectives of the negotiations leading to the Lease Amendment were:





- Enhancement of Lease payments revenue stream
- Extended duration of enhanced cellular services on the MiraCosta College campus.

Enhancement of Lease payments revenue stream is achieved by the Lease Amendment. The adjusted monthly Lease payment to \$2,511 under the Lease Amendment reflects increased monthly Lease payments that are consistent with current marketplace rental value of the Premises subject to the Lease. The annual increases to monthly Lease Payments were revised to establish a minimum increase of three (3) percent during each twelve (12) month period of the Lease Term. Finally, the Lease Amendment provides the district with a “one-time” payment of \$10,000.

The Lease originally provided for five (5) options to renew the Lease Term. The Lease Amendment results in increasing the number of Lessee options to renew the Lease term from five (5) to ten (10). If Lessee exercises all options to renew the Lease Term, enhanced cellular signal service on the MiraCosta College Oceanside campus will be available until July 31, 2055.

RECOMMENDATION

Approve the Lease Amendment and authorize the district’s assistant superintendent/vice president, administrative services or their designee to execute the Lease Amendment on behalf of the district.

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

BACKGROUND

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

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

In accordance with Public Contract Code §22000 et seq. and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Accounting Act (CUPCCAA) with a current bid limit of \$200,000 for construction.

STATUS

The Purchasing and Material Management Department has attached the latest monthly summary of the contracts and purchase orders for the board’s ratification and approval as a consent item.

RECOMMENDATION

Ratify and approve contracts and purchase orders, as listed in the attachment.

**Contract and Purchase Order Ratification List
January 22, 2024 - February 19, 2024**

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

CUPCCAA POs from \$5,000 – \$200,000

PO #	Vendor	Description	Amount
	No Entries This Month		

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

Emergency Repair Contracts Without Bid

PO #	Vendor	Description	Amount
	No Entries This Month		

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

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

PO #	Vendor	Description	Amount
24000283	Nth Generation Computing	Software Maintenace (ITS)	\$113,998.00
24000406	Josefina Sette	Contract Services (CEWD)	\$92,272.00
24000576	ePlus Technology, inc.	Software Maintenace (ITS)	\$85,166.04
24000591	Explore Colleges	College Trips (Gear Up)	\$58,500.00
24000587	Grand River Solutions, Inc.	Consulting (HR)	\$42,000.00
24000560	Halo Motor Company	Educational Car (Auto)	\$38,642.00
24000380	Blackhawk Network Inc.	Student Grocery Cards (EOPS)	\$35,044.25
24000446	Institute for the Future	Consulting (AS)	\$35,000.00
24000585	Oceanside Auto Country Inc	Educational Car (Auto)	\$29,370.39
24000502	Dais Inc	Software Maintenance (ITS)	\$27,624.60

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
24000584	CarMax Auto Superstores, Inc.	Educational Car (Auto)	\$22,874.31
24000524	CarMax Auto Superstores, Inc.	Educational Vehicle (Auto)	\$22,245.92
24000399	TelevisaUnivision, INC	Advertising (PIO)	\$21,650.00
24000448	T.S. Enterprise Associates, Inc.	Training Equip (Engineering)	\$19,171.08
24000577	VWR International LLC	Instructional Equipment (Bio)	\$16,613.69
24000311	Eppendorf North America Inc	Equipment (Fac)	\$16,251.57
24000509	AudienceView Ticketing Corporation	Contract Services (Theater)	\$15,671.00
24000550	Sarah Burns	Copyediting (SWP)	\$15,000.00
24000273	Pacific Parking Systems Inc	Equipment (Fac)	\$14,766.33
24000568	Sutton Environmental Services	HWH Landscaping (Fac)	\$14,600.00
24000310	North American Rescue Holdings LLC	Equipment (AS)	\$14,416.69
24000261	Swank Motion Pictures Inc	Streaming Content (Library)	\$14,400.00
24000260	Kanopy LLC	Streaming Services (Library)	\$14,000.00
24000600	Megan Callen	Contract Service (Foundation)	\$14,000.00
24000434	4imprint	Promotional (Career Ed)	\$13,389.31
24000604	Stotz Equipment	Equipment (Fac)	\$12,746.44
24000361	Stan McKnight & Associates, Inc.	Benchmark Study (Assoc. Faculty)	\$12,600.00
24000339	Blackhawk Network Inc.	Student Grocery Cards (NextUp)	\$12,521.25
24000499	Bibliotheca LLC	Software Maintenance (ITS)	\$12,069.00

24000593	CASAS	Instructional Supplies (CLC)	\$11,624.81
24000420	Zoological Society of San Diego	Consulting (GearUp)	\$11,500.00
24000376	Southland Technology	Board Room Equipment (ITS)	\$10,170.77
24000360	Parron Hall Office Interiors	Furniture (Pur)	\$10,462.17
24000609	Educational Computer Systems	Contract Service (Cash)	\$10,255.82
24000340	Blackhawk Network Inc.	Student Grocery Cards (CalWORKs)	\$10,021.25
24000455	Jeenie Inc.	Contract Services (Nurs)	\$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
24000500	Pharos Systems International Inc	Software Maintenance (ITS)	\$9,652.51
24000578	Espresso Outlet LLC	Classroom Equipment (TCI)	\$8,915.47
24000364	Gavin D. Pringle	Software Maintenance (Math)	\$8,795.00
24000618	Strata Information Group	Contract Services (A&R)	\$8,189.60
24000370	Waxie Punchout	Supplies (Fac)	\$7,913.01
24000356	American Battery Supply	Batteries for Power Outages (Fac)	\$7,036.25
24000589	Blackhawk Network Inc.	Student Gas Cards (CARE)	\$6,990.00
24000615	Parron Hall Office Interiors	Furniture (Foundation)	\$5,604.80
24000486	Holiday Inn	Contract Services (Inst)	\$5,453.72
24000375	Sheppard Mullin Richter & Hampton LLP	Training (HR)	\$5,000.00
24000498	Internet2	Software Maintenance (ITS)	\$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
23002527	University of San Diego	Contract Services (HR)	\$18,500.00
23002769	Carolina Biological Supply Co	Blanket (Bio)	\$7,577.50
23003014	Ken Grody Ford	Blanket (Fac)	\$6,047.50
23002430	Costco Wholesale	Blanket (CARE)	\$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.

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

Total Contract Expenditures: \$1,046,314.05
Ratify MCC purchase orders 24000231 through 24000631

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

MOUs / Grants / Instructional / Miscellaneous Agreements			
Contract #	Other Party	Description	Amount
24000010_SCON	MemorialCare Medical Group	Affiliation Agreement	\$0.00
24000017_SCON	Bastyr University	Affiliation Agreement	\$0.00
24000019_SCON	Silverado Hospice – San Diego	Affiliation Agreement	\$0.00

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

Facilities Use Agreements			
Contract #	Licensee	Description	Amount
24000012_SCON	University of Saint Katherine	Conference Men's and Women's Basketball	\$412.50
24000013_SCON	Oceanside Breakers	Soccer Matches	\$0.00

24000014_SCON	North County Transit District	Supervisor Academy Graduation	\$430.98
24000018_SCON	Kia McNeill	Brown Women's Soccer Clinics	\$683.10
24000026_SCON	Department of Industrial Relations	Training for So. CA Labor Enforcement Teams	\$0.00

**Capital Improvement Program Contract and Purchase Order Ratification List
January 22, 2024 – February 19, 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
24000247	DICA Enterprises, Inc.	04207 Remove, Paint, and Reinstall the metal ceiling panels at B1000 OCN	\$9,982.00

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

POs Greater than \$25,000

PO #	Vendor	Description	Amount
24000469	Division of the State Architect	04205 DSA Plan Review Fees, Communication Hub Swing Space OCN	\$350,260.00
24000470	P2S Inc.	04225 Electrical assessment of campus distribution system at OCN	\$35,500.00
24000306	Parron Hall Office Interiors	04216 Library Media Services Room Furniture OCN	\$33,299.25

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
24000567	SHI	04216 Visix Room Schedulers for Library OCN	\$16,819.14
24000246	Dell Marketing L P	04201 Optiplex All-in-One Computers OCN	\$15,236.25
24000288	CDW Government Inc	04203 UPS Equipment for Student Services OCN	\$14,582.78

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
24000302	Parron Hall Office Interiors	04216 Library Products Delivery OCN	\$6,893.36
24000566	CDW Government Inc	04216 District Standard Smart Podium for Library OCN	\$5,087.75
24000289	Krueger International Inc	04216 Library Rm 265 Soft Seating OCN	\$4,791.04
24000303	Singlewire Software	04201 CFCI Exterior Emergency Speakers that were CFCI, Licensing OCN	\$2,939.53
24000301	Parron Hall Office Interiors	04216 Library Misc. Furniture for Media Services Room OCN	\$2,589.92
24000353	Spacesaver Intermountain	04215 Anchorage calculations for Arts Media DSA package. OCN	\$1,850.00

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 Period		

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
23003448	Balfour Beatty Construction LLC	04215 Change Order 18 OCN	\$147,820.00
23003452	Balfour Beatty Construction LLC	04204 Change Order 31 OCN	\$98,237.00
23003446	Balfour Beatty Construction LLC	04201 Change Order 31 OCN	\$74,564.00
23003643	Swinerton Builders	04203 Change Order 43 OCN	\$53,829.00
23003449	Caliba Inc	04207 Change Order 14 OCN	\$34,650.00

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

MM-17-002 – Geotechnical Engineering Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-002 – Geotechnical Engineering Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

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

MM-17-003 – Civil Engineering Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-003 – Civil Engineering Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

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

MM-17-012 – Commissioning Services Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-17-012 – Commissioning Services Task Change Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

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

MM-19-013 – Inspector of Record Task Orders

Contract #	Other Party	Description	Amount
	No Entries This Period		

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

Contract #	Other Party	Description	Amount
	No Entries This Period		

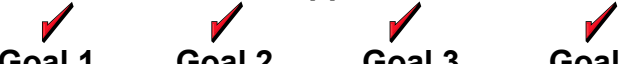

	No Entries This Period		
--	------------------------	--	--

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.M (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-014 is \$6,193,914.

MM-19-014 – Special Inspection Task Orders			
Contract #	Other Party	Description	Amount
	No Entries This Period		

MM-19-014 – Special Inspection Task Change Orders			
Contract #	Other Party	Description	Amount
	No Entries This Period		

Total Contract Expenditures: \$908,931.02			
Ratify purchase orders — 24000246, 24000288-24000289, 24000301-24000303, 24000306, 24000353, 24000469-24000470, 24000566-24000567			
Ratify purchase orders (Task Orders) — N/A			
Ratify purchase orders (Contracts) — 24000247			

Subject: Approve Submission of 2024 California Community Colleges Trustee Board Election Ballot	Attachment: 2024 CCCT Board Election Candidates
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1 Goal 2 Goal 3 Goal 4
Category: Action Items	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The official ballot of the 2024 California Community College Trustee (CCCT) board election must be signed and returned to the Community College League of California office by the fourth week of April. Thirteen candidates are running for the seven open positions on the CCCT board this year.

STATUS

The board of trustees must take action to approve submitting an election ballot for the MiraCosta Community College District. Each board member is asked to choose seven candidates on the draft ballot, which must be returned to the superintendent/president no later than April 19, 2024. These votes will be tallied, and the top seven candidates will be submitted on the official CCCT ballot.

The statements of candidacy for the thirteen candidates can be reviewed at [2024_ccct_election_packet.pdf \(ccleague.org\)](#).

RECOMMENDATION

Approve submission of 2024 California Community College Trustee board election ballot.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

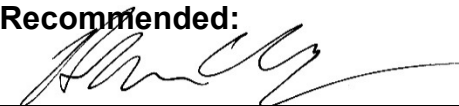

2024 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF DECEMBER 14, 2023

VOTING WILL TAKE PLACE VIA EBALLOT

SELECT NO MORE THAN SEVEN (7) CANDIDATES

1. Barbara Gaines, Antelope Valley CCD
2. Nan Gomez-Heitzeberg, Kern CCD*
3. Gregory Hanna, Siskiyou Joint CCD
4. Hortencia Armendariz, Imperial CCD*
5. Barbara Calhoun, Compton CCD*
6. Dorothy Battenfeld, Sonoma County JCD
7. Julie Schorr, Grossmont-Cuyamaca CCD
8. Yvette Davis, Glendale CCD*
9. Greg Pensa, Allan Hancock CCD*
10. Bernardo Perez, Ventura County CCD*
11. Deborah Ikeda, State Center CCD*
12. Milton Richards, Yosemite CCD
13. Raymond Macareno, Sequoias CCD

* Incumbent

Subject: Approve Health Services Fee	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: <input checked="" type="checkbox"/> Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  Alketa Wojcik, Ed.D. Vice President, Student Services	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

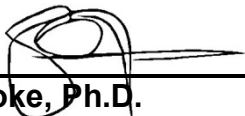
MiraCosta College is committed to providing mental and physical health services to our students. The Health Services Office provides students up to six counseling appointments per semester and also provides group counseling, mental health workshops, medical care, physical examinations, training, outreach, and many other services. The health services function is mainly supported by student fees, and the Chancellor’s Office each year releases a health fee adjustment that colleges can adopt. The last time the college increased its health services fee was in 2013 when the fee was increased from \$17 to the current \$19, and MiraCosta College has one of the lowest fees in the region. The Health Services Office has changed dramatically in the last decade. The year-round services provided to students has increased by 400 percent, and mental health care services have also been incorporated since the last fee increase. The college is proposing to increase the Health Services fee to \$22 for each term (fall, spring, and summer) to address the increased scope and cost of these services.

STATUS

Currently MiraCosta College charges among the lowest fees in the San Diego and Imperial region at \$19 per term and will remain among the lowest, even with the proposed fee increase. Subsidies of the Health Services Department by the college’s general fund are on the non-instructional side of the 50 percent law.

RECOMMENDATION

Approve increase in the Health Services fee to \$22 for each term (fall, spring, and summer) starting in fall 2024 to support the physical and mental health needs of students.

Subject: Board Policy 6620 – Naming of Facilities	Attachment: Board Policy 6620 – Naming of Facilities
Category: Board Policies – Second Read	Type of Board Consideration: Information Consent Action ✓
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

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

Administrative Procedure 6620 is provided for information only.

RECOMMENDATION

Adopt Board Policy 6620 – Naming of Facilities.

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

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

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

When No Gift Is Involved

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

When a Gift Is Involved

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

MiraCosta Community College District

Page 1 of 1

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

Steering: S/P

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

Naming Criteria

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

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

Acceptable Forms of Donations

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

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

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

Replacement of a Name

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

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

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

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

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

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

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

Recognition and Signage

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

Written Agreement Required

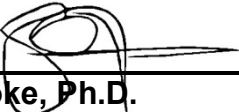
An agreement between the district, the MiraCosta College Foundation and a gift donor shall be prepared in writing by the Development Office to memorialize the conditions associated with a donation, or donations over time, that result in the naming of a building or program.

Naming Opportunities for Buildings

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

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

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

Subject: Board Policy 5030 – Fees	Attachment: Board Policy 5030 – Fees
Category: Board Policies – First Read	Type of Board Consideration: Information Consent Action
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Edits to new Board Policy 5030 – Fees have been completed and approved by College Council. The policy is now presented for a first read by the board.

Administrative Procedure 5030 is provided for information only.

RECOMMENDATION

For information only.

The superintendent/president shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

The Board of Trustees authorizes the following fees:

A. Student Enrollment Fee (Education Code §76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

B. Baccalaureate Degree Pilot Program Fees (Title 5 §Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper-division coursework in a baccalaureate degree pilot program.

C. Nonresident Tuition Fee (Education Code §76140, 76140.5)

The superintendent/president shall present to the board for approval a fee to be charged for nonresident tuition no later than February 1 for the succeeding fiscal year.

A.D. Health Services Fee (Education Code ~~§ section~~ 76355)

The superintendent/president shall present to the board for approval a fee to be charged to each student for student health services.

B.E. Student Parking Fee (Education Code ~~§ section~~ 76360)

The superintendent/president shall present to the board for approval a fee to be charged to each student for parking.

C.F. Capital Outlay Fee (Education Code ~~§ section~~ 76141)

The superintendent/president shall present to the board for approval a fee to be charged for students who are both citizens and residents of a foreign country no later than February 1 for the succeeding fiscal year. Capital outlay may be charged in addition to other enrollment and nonresident fees.

D.G. Nonresident Capital Outlay Fee (Education Code ~~§ section~~ 76141)

~~A district may also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to any nonresident student, except AB 540 students, who will continue to be exempt from this fee. AB 947 deleted the~~

~~condition that a nonresident student capital fee will be charged only to nonresidents who were citizens and residents of a foreign country.~~

~~MiraCosta Community College District~~

~~Page 1 of 2~~

~~Adoption History: 1/19/10, 9/6/11, 6/22/16~~

~~References: Education Code §76060, 76223, §76300, 76355, 76360, et seq; 76365, 76140, 76140.5, 76141, Title 5 §58520, 549400~~

~~Accrediting Commission for Community and Junior Colleges~~

~~Accreditation Standard I.C.6~~

~~Reference Update: 4/15~~

~~CCLC Update: #26, 4/15; #27, 10/15, 4/20~~

~~Steering: VPSS / N/A~~

A district may also charge nonresident students a capital outlay fee. This portion students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged only to nonresidents who were citizens and residents of a foreign country.

E.H. Instructional Materials (Education Code ~~§section~~ 76365, Title 5 ~~§section~~ 59400)

Students may be required to provide instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and such materials are not solely or exclusively available from the district.

I. Student Representation Fee (Education Code §76060)

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. A student may opt out of the fee.

~~MiraCosta Community College District~~

~~Page 1 of 2~~

~~Adoption History: 1/19/10, 9/6/11, 6/22/16~~

~~References: Education Code §§76300, et seq;~~

~~Accrediting Commission for Community and Junior Colleges~~

~~Accreditation Standard I.C.6~~

~~Reference Update: 4/15~~

~~CCLC Update: #26, 4/15; #27, 10/15~~

~~Steering: VPSS / N/A~~

F.J. Transcript Fee (Education Code ~~§section~~ 76223)

The district shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or up to two verifications of various records of students. No charge may be made to search for or to retrieve any student record.

G.A. Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520)

~~Each student shall be charged a fee in addition to an enrollment fee for upper-division coursework in a baccalaureate degree pilot program.~~

See Administrative Procedure 5030.

A. Student Enrollment Fee (Education Code §76300; 5CCR 58500-58509)

All students enrolling in credit classes shall pay an enrollment fee as prescribed by state law.

B. Baccalaureate Degree Program Fees (Title 5 §58520)

Each student shall be charged a fee in addition to an enrollment fee for upper-division coursework in a baccalaureate degree program.

C. Nonresident Tuition Fee (Education Code §76140, 76140.5)

The district establishes a nonresident tuition fee no later than February 1 for the succeeding fiscal year for all nonresident students. These fees are due and payable at the time of registration. Exemptions from nonresident classification are evaluated and determined by the Admissions and Records office or the Dean of Admissions and Student Support.

For information on permissive exemptions (Education Code Sections 76140 and 76140.5):

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;

MiraCosta Community College District**Page 1 of 6**

Effective Date:	1/19/10, 10/28/10, 9/6/11, 5/6/16, 2/13/20, 2/15/24
Reference Update:	4/15
Periodic Review:	7/6/15
References:	Education Code § 66025.3, 68120, 70902(b)(9), 76300, 76300.5, and 68120 Title 5, §51012, 58520, 58269 California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook www.cccco.edu/divisions/legalstudentfeehandbook_files/studentfeehandbook.htm ACCJC Accreditation Standard I.C.6
Reference Update:	4/15
CCLC Update:	#27, 10/15; #26, 4/15; #34, 3/19
Steering:	VPSS / N/A

- o completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - o in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status or will file an application as soon as he/she/they is eligible to do so.
- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
 1. A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);
 2. A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or
 3. A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

D. Health Services Fee (Education Code §76355)

All students enrolled in credit courses and taking any number of credit units will pay a health-services fee as prescribed by the Board of Trustees.

Students enrolled in credit courses conducted at locations other than the Oceanside Campus, San Elijo Campus, or the Community Learning Center must also pay the health services fee. Companies or school districts that arrange for MiraCosta College to conduct classes at off-site locations may request a waiver of the health fee by providing proof of accident insurance. Arrangements for a fee waiver must be made with the Office of Instruction at the time negotiations are conducted for off-site classes.

The following are exempt from paying the Health Services fee:

1. Students who are in an approved apprenticeship-training program.
2. Students who are enrolled in noncredit courses are not required to pay the health services fee; however, they may elect to do so if they want to avail themselves of the services.
3. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
4. Students concurrently enrolled in a high school.

E. Student Parking Fee (Education Code §76360)

Students using district parking facilities must register their vehicles and pay a parking fee. This fee shall be approved by the board and charged each semester and summer session. A parking permit must be properly displayed according to current procedures. College Police are authorized to enforce all on-campus parking regulations.

F. Capital Outlay Fee (Education Code §76141)

The California Legislature authorizes community college districts to charge a capital outlay fee for students who are both citizens and residents of a foreign country. This fee may be established no later than February 1 for the succeeding fiscal year for all nonresident students who attend public community colleges.

The capital outlay fee may be charged in addition to other enrollment and nonresident fees. Revenue from any fee charged as a capital outlay fee shall be expended only for purposes of capital outlay, maintenance and equipment.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from this fee. The exemption is authorized, on a per-semester basis, when a student meets the criteria above. The student will be deemed to have met the economic hardship criteria when the student has met the eligibility criteria for benefits under the Aid to Families with Dependent Children program, the Supplemental Income/State Supplementary Program, or a general-assistance program.

G. Nonresident Capital Outlay Fee (Education Code §76141)

A district may also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to any nonresident student, except AB 540 students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged only to nonresidents who were citizens and residents of a foreign country.

H. Instructional Materials Fee (Education Code §76365; Title 5 §59400)

Students may be charged a materials fee when a product or item of any kind is produced in class and when that item becomes the property of the student. The amount of this fee can vary for each class since students pay only for the actual cost of materials. Student-fee collection is under the Bursar.

I. Student Representation Fee (Education Code §76060)

All students will be charged a \$2 student representation fee each semester. This fee goes to the Associated Student Government (ASG) to fund student advocacy efforts for student leaders and student representatives to state their positions and viewpoints on behalf of MiraCosta College students before local, state, and federal governments, as well as other public agencies. A student may opt out of the fee.

J. Transcript Fee (Education Code §76223)

The district shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing

up to two transcripts of students' records. No charge may be made to search for or to retrieve any student record.

K. Child Development Center Fee (Education Code §79121 et seq., 66060)

The Child Development Center shall be operated as a laboratory school rather than as a drop in childcare facility, with enrollment priority given to children of students and staff. Children of parents not associated with the district may be enrolled on a space available basis. The board will periodically review fees charged by the center and approve any modifications. Fees for MiraCosta students will be on a sliding scale based on the student credit-course load. Information on current fees will be made available in the Child Development Center Office.

L. Student Center Fee (Education Code §76375; 5 California Code of Regulations §58510)

Students enrolled in credit classes will be charged a student center fee of one dollar (\$1) per credit unit with a maximum of ten dollars (\$10) per fiscal year (July 1 to June 30).

The following are exempt from paying the Student Center fee:

1. Students on TANF, SSI, or General Relief who submit supporting documentation demonstrating current benefits to the Cashier's Office.
2. Students concurrently enrolled in a high school.

M. Penalty and Processing Fee

Students who write checks backed by insufficient funds or who establish indebtedness to the district in any way shall be required to pay a ten dollar (\$10) penalty and/or a ten dollar (\$10) processing fee.

N. Waivers (Education Code §76300)

A waiver may be authorized on a per-semester basis when a student meets the criteria. The district shall assure students enrolled in credit courses who are exempt from or for whom the fee is waived are properly enrolled and accounted for.

Prohibited fees

Prohibited fees include, but are not limited to the following (see California Community Colleges Chancellor's Office [CCCCO] Student Fee Handbook for a more comprehensive list):

1. Late application (CCCCO Student Fee Handbook)
2. Add/Drop (CCCCO Student Fee Handbook)
3. Mandatory student activities (CCCCO Student Fee Handbook)
4. Mandatory student identification cards (CCCCO Student Fee Handbook)
5. Fees charged through student-body organizations (CCCCO Student Fee Handbook)

6. Nonresident application (CCCCO Student Fee Handbook)
7. Field trip, unless students who do not have sufficient funds are exempted (5 California Code of Regulations §§66560, 55451)
8. For dependents of certain veterans (Education Code §66025.3)
9. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
10. For certain recipients of the Congressional Medal of Honor and certain children of the recipients of the Congressional Medal of Honor (Education Code §66025.3)
11. For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
12. For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
13. Required or funded services (CCCCO Student Fee Handbook)
14. Refundable deposits (CCCCO Student Fee Handbook)
15. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
16. Mandatory mailings (CCCCO Student Fee Handbook)
17. Rental of practice rooms (CCCCO Student Fee Handbook)
18. Apprenticeship courses (Education Code §76350)
19. Technology fee (CCCCO Student Fee Handbook)
20. Late-payment fee (5 California Code of Regulations §§58502, 59410)
21. Nursing/healing-arts student liability insurance (5 California Code of Regulations §55234)
22. Cleaning fees (CCCCO Student Fee Handbook)
23. Breakage fees (CCCCO Student Fee Handbook)
24. Test-proctoring fees (CCCCO Student Fee Handbook)

Collection

Each student is responsible for paying all fees for a term or session. If the California Legislature changes the fees, the student is responsible for any fee increase for classes that remain on or are added to the student schedule. When fees are not paid, the fees owed are past due and subject to the collections process. If a delinquent debt is sent to collections, a twenty-five-percent penalty charge may be added to the balance owed.

Failure to Pay Financial Obligations

The district may withhold diplomas and enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that they have failed to pay a proper financial obligation due to the district. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code §72237.)

Refund of Student Fees

A refund of fees will be given to eligible students, providing at least one of the following eligibility requirements is met:

- a. A student's class has been canceled by the district.
- b. The fee was collected in error.

- c. A student has officially withdrawn from a class or classes by the refund deadline (ten percent deadline of class).
- d. A student who is a member of an active or reserve military service and has received orders compelling a withdrawal from courses at any time during the semester.

If a student drops all classes by the refund deadline, they are eligible to receive a refund of the enrollment fee, health services fee, materials fee, nonresident tuition, and student center fee. Classes dropped after the refund deadline (ten percent deadline of class) will not be refunded. It is the student's responsibility to drop classes by the refund deadline or incur the fees.

Refunds will be automatically mailed to the student or credited to the credit card used to make the payment.

The parking fee and student I.D. card fee are nonrefundable.

Subject: Human Resources Update	Attachment: None
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: <hr style="width: 100%;"/> Charlie Ng Vice President, Human Resources	Approved for Consideration: <hr style="width: 100%;"/> Sunita V. Cooke, Ph.D. Superintendent/President

The Human Resources Division (HR/Payroll/Risk Management) participated in an annual planning meeting on March 6, 2024. During this meeting, strategic initiatives were identified to address critical trends and challenges at the college. Our commitment to excellence, innovation, and equity drives our dedication to supporting the success of our institution and its diverse community.

As stewards of the college’s mission, we are committed to advancing our human resources practices in support of the college’s commitment to creating a racially just campus climate; where individuals and their diverse cultures and identities are welcomed, nurtured, and validated; support closing the equity gap for disproportionately impacted populations; and continue to serve all constituents with values rooted in equity, diversity, inclusion, and community. The information below highlights potential key initiatives brainstormed during the meeting, which will be prioritized and included in future department planning discussions and activities.

1. Academic Career Pathways (ACPs)

- **ACPs-Related Job Fairs:** Participate in ACPs-related job fairs connects students with potential employers and industry professionals.
- **Panel Participation:** Human Resources (HR) representatives share insights about career paths, industry trends, and job readiness, enriching students’ understanding.
- **Job Shadow Days:** Students gain firsthand experience by shadowing HR staff in ACPs-related roles.

2. Inclusion, Diversity, Equity, and Accessibility (IDEA)

- **Employee Resource Groups (ERGs):** Collaborate with the Office of IDEA to support ERGs within the college. These groups provide a platform for employees to connect, share experiences, collaborate on IDEA efforts, and to encourage participation within the broader community.

- **Feedback in Workday:** Promote Professional Profile within Workday. Employees can document their contributions for IDEA-related experiences and education for career growth.

3. Futures Thinking

- **Infuse Futures Thinking in Onboarding:** During new employee onboarding, introduce the concept of futures thinking.
- **Signal Spotting within HR Division:** HR staff to proactively identify emerging trends, challenges, and opportunities. Participate in college-wide signal spotting. By staying attuned to signals, we can adapt swiftly and make informed decisions.

4. Professional Development and T-Shaped HR Competency Model

- **Professional Development Support:** Support district-wide professional development initiatives. Track progress of workforce trends such as skills-based hiring versus qualifications-based hiring and support professional development as appropriate.
- **HR Skills Development:** Focus HR staff skills development to be aligned with the T-Shaped HR competency model. Continuous learning ensures excellence.

5. Artificial Intelligence in HR/Payroll

- **AI-Assisted HR/Payroll Processing:** Streamline HR processes and payroll calculations and compliance.
- **Predictive Analytics:** Leverage AI to forecast staffing needs and optimize resource allocation.

In summary, our annual planning meeting aimed to develop a comprehensive approach for supporting and empowering students, foster collaboration, and enhance career prospects within our academic community. We remain committed to continuous improvement and look forward to further advancing our HR practices.

EEO Grant Onboarding Project Update

The district is in phase 1 of developing a new employee onboarding project. The onboarding project will focus on both building a sense of belonging, engagement, and integration into MiraCosta College's inclusion, diversity, equity, and accessibility focused culture for new employees and develop tools, resources, and/or training that supports supervisors and managers in providing department specific onboarding that sets new employees up for success.

The project team, along with a workgroup of various constituents of the college, have developed a New Employee Orientation. This New Employee Orientation is designed to share MiraCosta's history, professional expectations, and resources with new employees. The goal is to provide a positive and informative orientation experience for all participants. Newly hired MiraCostans will be oriented to the college's inclusive workplace culture which provides equitable access, enhances student success, and closes equity gaps. They will also learn about key policies and procedures, benefits and perk offerings, student support programs and where to go for help.

Orientation Objectives:

- Provide an overview of MiraCosta College's purpose, goals, policies, administrative procedures, and expectations of professional conduct.
- Relationship Building: Introduction to the executive team, various divisions/departments, student representatives.
- Promote an environment of asking questions and continual learning.
- Share information on employee benefits, perks, and support resources.
- Tour the Campus - highlighting key gathering spaces and locations.

The project team and workgroup are scheduled to complete the development of the new employee orientation in March 2024. By May 2024, the development of an onboarding checklist, centralized web-based new employee and manager resource hub, toolkits for managers, and communication plans/check-ins for pilot areas. By late fall 2024/early 2025, the program will be scaled up to all areas of the college.

EEO Grant Onboarding Project Update

The district is developing a leadership training program that incorporates the “train-the-facilitator” approach. The college is approximately 80 percent complete with the program development. Discussions regarding implementation dates for a pilot program are underway with a proposed schedule to be determined by the end of March, 2024.

Professional Development

The professional development steering committee continues discussing the possible future of professional development and learning for the college and is collaborating on the co-creation of a comprehensive program of professional development for MiraCosta College employees. These discussions include the process associated with professional development for faculty, classified professionals, and administrators such as regular coordinating meetings, needs assessments, procuring content and programming needs when needed, and providing other support for professional development committees.