



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
4 P.M. – THURSDAY – OCTOBER 19, 2023  
BUILDING 1100 CONFERENCE ROOM – 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. Workshop Meeting of September 7, 2023
- B. Special Meeting/Closed Session of September 14, 2023
- C. Regular Meeting of September 14, 2023

#### 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. Technology Plan Update

#### VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Ratify Memorandum of Understanding 23-07 between the MiraCosta Community College District and the Faculty Assembly
- C. Approve Release Time for Classified Staff Recognition
- D. Approve 2024/25 Academic Calendar
- E. Approve Purchase for AV/IT Equipment for OCN Reno Building 1200 Library
- F. Approve Purchase of Furniture, Fixtures & Equipment for OCN Health & Wellness Hub (Allied Health & Gym KHAN)
- G. Ratify and Approve Contracts and Purchase Orders

**VIII. ACTION ITEMS**

- A. Approve Health-and-Welfare Benefits Program for the 2024 Benefit Year
- B. Approve ICBOC By-Law Update

**IX. INFORMATION**

- A. MiraCosta Community College District Irrevocable Trust Investment Board Report

**X. PERIODIC REVIEW – BOARD POLICIES (Action Required)**

- A. Board Policy 2715 – Code of Ethics – Standards of Practice

**XI. SECOND READ – BOARD POLICIES (Action Required)**

- A. Board Policy 4040 – Library and Other Instructional Support Services
- B. Board Policy 4220 – Standards of Scholarship
- C. Board Policy 4235 – Credit for Prior Learning
- D. Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification

**XII. FIRST READ – BOARD POLICIES**

- A. Board Policy 2200 – Board Duties and Responsibilities
- B. Board Policy 6400 – Financial Audits

**XIII. COLLEGE-RELATED REPORTS**

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

**XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

**XV. ADJOURNMENT**

**UPCOMING MEETINGS**

**4 p.m. – November 9, 2023  
Workshop**

**4 p.m. – November 16, 2023  
Regular 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](mailto: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](mailto:jbollerud@miracosta.edu).



**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

One Barnard Drive, Oceanside, CA

**MINUTES OF REGULAR MEETING / WORKSHOP**

**SEPTEMBER 7, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in a regular meeting/workshop on Thursday, September 7, 2023, in Room T-200 on the Oceanside Campus. President Merchat called the meeting to order at 4 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

Raye Clendening	Frank Merchat
William Fischer	Jacqueline Simon
George McNeil	

Trustees not present:

Rick Cassar  
Anna Pedroza

Administrators present:

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

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

None.

**IV. CHANGES IN AGENDA ORDER**

None.

**V. PRESENTATIONS**

**A. Guided Pathways Update**

Instructional Dean Zhenya Lindstrom, joined by Dean Freddy Ramirez and Sociology Faculty Thao Ha, provided an overview of the implementation progress of the Guided Pathways framework, including metrics and data for part-time and full-time first time to college students as compared to returning students, Academic Career Pathway (ACP) success teams, and strategic and operational priorities.

Lindstrom shared the Sankey charts (“spaghetti flow chart”) that showed a higher percentage of full-time students have a CSEP as compared to part-time students. This is not surprising, as data also indicates that students who have a CSEP are much more likely to complete their academic goals.

ACP success teams continue their work to reach the disproportionately impacted students (Latinx, Black/African-American, and adult learners). Lindstrom reviewed how the implementation of the TargetX/Salesforces technology is used for case management of ACP student cohorts. The technology will improve efficiency and tracking and enhance the ability to contact students and provide student support.

Lindstrom reviewed the Guided Pathways strengths, areas where improvements can be made, and a focus on student experience priorities in four main areas: career, counseling, classroom, and community. She provided examples of activities that help support the priorities and goals of the Guided Pathways, including the equity-focused All College Day activity that was attended by 153 MiraCostans. These types of activities will continue moving forward.

Contextualized courses for ACPs (English, Communications, and Sociology) will embed work-based learning experiences and internship opportunities into the courses. Broader events outside of the classroom that are also connected to the classroom will take place by bringing in workforce experts as well as networking and mentoring events.

The needs of our students have changed, so redefining how to best serve students continues to be explored. This is being done through redesigned onboarding of students with more intentionality and support services and strategic and operational planning, including collaborating with other departments and efforts already taking place. Closing equity gaps continues to be a focus, in addition to intentional class scheduling, which will help with the completion of academic pathways.

## **B. Facilities Futures Workshop**

Assistant Superintendent/Vice President of Administrative Services Tim Flood was joined by Gensler’s Deborah Shepley and Dennise Gurmilan to provide highlights of the work already completed, as well as findings from surveys, forums, and focus groups conducted during the spring 2023 semester in an effort to seek board input. A completed plan for consideration by the board is scheduled to be presented in spring 2024.

Flood reviewed the integrated planning process and the planning timeline, which includes surveying students, faculty, staff, the board of trustees, and the community.

The campus engagement online survey was administered, and 690 students, faculty, staff and administrators responded. The results of the survey were reviewed, as well as the feedback provided by students in the nine sessions (two open forums, and seven invited focus groups), many from disproportionately impacted student groups. Flood reviewed some of the Futures signals that have been identified that will impact facilities planning, construction and use in the future. Flood also reviewed the main themes that were culled from the survey and focus group survey to date.

The group did an exercise using a word to describe MiraCosta now in 2023, as well as a word to describe how they would like to see MiraCosta in 2035. This information was gathered and will be added to the other feedback received. Participants weighed in on what is most important to focus on in this plan. How we position ourselves for the future will be developed and included in the plan.

**C. Fiscal Year 2024 Final Budget Workshop**

Assistant Superintendent/Vice President of Administrative Services Tim Flood reviewed the district’s budget priorities for fiscal year 2022/23 and reviewed projections for fiscal year 2023/24. Funding allocations supported the district’s highest-priority goals and objectives (enrollment, programs, and services), consistent with the Long-Term Planning Framework, the Facilities Master Plan, institutional Program Review activities, as well as the district’s mission, vision, and values.

Flood provided a synopsis of the 2022/23 revenues and expenditures and noted the district is in a very firm financial position. Nearly all of the \$53M in federal and state funds received from Covid grants has been expended. Flood noted the state is reliant on high income earners, as one percent of state residents paid nearly 50 percent of all personal income tax. Since high earners generate their wealth on Wall Street, if the stock market is not performing, this could really impact state capital gains revenues from these high earners.

The funding floor will provide apportionment district with some level of fiscal protection starting in 2024/25, and the new floor will not increase with COLA. Funding for districts that are in hold harmless will not increase until they have exited the hold harmless protection . This is important because, although MiraCosta is a community funded college and does not benefit from the increases to the Student-Centered Funding Formula or Growth allocations, we all benefit from having a more financial stable community college system.

Although the \$1.1B in planned affordable student housing grants was removed from the state budget, the legislature is now looking at going out for a bond or finding another funding source to move forward with the student housing initiative, which is good news.

Flood reminded the board of the MiraCosta’s budget landscape with an estimated 6.42 percent property tax revenue increase (\$8.6M). We have experienced declines in fees from parking, the bookstore, and cafeteria sales. The state general revenues are projected to decline due to the FTES decline, and there will be no Emergency Conditions Allowance (ECA) protections or CARES funding to backfill lost revenue.

In terms of expense assumptions, there continues to be an incredible cost increase to our health benefits (23.7 percent to Kaiser; 30 percent to PPO). STRS and PERS expenses also remain high (19.1 percent for STRS/ 26.7 percent for PERS), as well as the addition of health benefits for part-time faculty. Although the anticipated lease revenue bond will allow the district to fund critical facilities needs, it will come at a cost of approximately \$3M annually for 30 years.

Board members addressed questions with the superintendent/president and provided input. The board will be asked to adopt the final budget on September 14, 2023.

**VI. ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

**MINUTES APPROVAL:**

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Frank Merchat  
President

\_\_\_\_\_  
Tim Flood  
Assistant Superintendent/Vice President



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

**MINUTES OF SPECIAL MEETING/CLOSED SESSION**

**SEPTEMBER 14, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, September 14, 2023, in Room 1054 at the Oceanside Campus. President Frank Merchat called the meeting to order at 2:30 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

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

Administrators present:

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

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

None.

**IV. DECLARE NEED FOR CLOSED SESSION**

At 2:30 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

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

At 3:35 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.

**VI. ADJOURNMENT**

The meeting adjourned at 3:35 p.m.

**MINUTES APPROVAL:**

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Frank Merchat  
President

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





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

**MINUTES OF REGULAR MEETING**

**SEPTEMBER 14, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, September 14, 2023, in Room T-200 at the Oceanside Campus. President Frank Merchat 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
William Fischer	Jackie Simon
George McNeil	Kenneth Pilco (Student Trustee)

Administrators present:

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

**III. APPROVE MEETING MINUTES**

**A. Workshop of July 28, 2023**

By motion of Trustee Clendening, seconded by Trustee Cassar, the board approved the minutes of the Workshop of July 28, 2023.

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

**B. Special Meeting/Closed Session of August 17, 2023**

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the minutes of the special meeting/closed session of August 17, 2023.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**C. Regular Meeting of August 17, 2023**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the minutes of the regular meeting of August 17, 2023.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

None.

**V. CHANGES IN AGENDA ORDER**

None.

**VI. PRESENTATIONS**

**A. Associated Student Government Leadership Introductions**

The 2023/24 ASG student leaders were introduced.

**B. Distance Education Update**

Faculty Coordinator of Online Education Dr. Jim Julius provided a report on distance education (DE). The report included an update on distance education data over time, including online course offerings, student participation, and success and retention data disaggregated by ethnicity. Julius noted the significant increase in noncredit DE offerings in the last year compared to pre-pandemic, as well as highlights and upcoming innovations to support online student learning and support. He also noted a student survey conducted last fall with over 2000 responses, indicating with regard to course modality preferences that 35 percent want all classes online, 44 percent a mixture of on-campus and online classes, and 17 percent want all classes on campus.

Semester-long loans of technology continue for students in need, and zero textbook cost (ZTC) classes continue to expand with more than 400 classes now offered in a ZTC format. Sociology is developing the first fully ZTC certificate pathway at MiraCosta. Overall, the ZTC format provides a savings to our students of an estimated \$900,000 per semester!

Emerging from the pandemic, the college had the opportunity to do things differently, and MiraCosta has embraced this. People in general need more flexibility in their lives. Based on available data, growth is expected in the demand for both online and HyFlex classes. Students do need the availability of in-person instruction, however, they also need flexibility if they can't be there in in-person. It was noted that even when a class is included in distance education data, it may not be fully online. A hybrid class with at least 51 percent of instruction online, with the rest of the instruction being provided in-person, is considered distance education.

The college continues to look for ways to narrow the retention and success gaps between DE and non-DE classes, which had narrowed pre-pandemic, but has widened some as we emerge from the pandemic.

Assistant Superintendent/Vice President Denée Pescarmona noted that 51 percent of non-credit students have expressed they want zoom classes, which has proven to

accommodate the student need and demand, as non-credit enrollments are now actually higher than pre-pandemic levels.

## VII. CONSENT ITEMS

- A. **Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. **Approve Reorganization of Student Services**
- C. **Approve Reorganization of Noncredit Instructional Services, Job Description, and Salary Placement**
- D. **Approve Reclassification of Existing Positions**
- E. **Approve San Diego Human Resources Consulting, Inc. for a Two-Year Contract**
- F. **Approve Request to Destroy Education Records Marked for Destruction – Financial Aid**
- G. **Approve Request to Destroy Education Records Marked for Destruction- Admissions and Records Office**
- H. **Approve Request to Destroy Education Records Marked for Destruction – Veterans Education Office**
- I. **Approve Purchase of Furniture, Fixtures and Equipment for OCN Allied Health, Gym and KHAN (Health and Wellness Hub)**
- J. **Approval of Purchase for Furniture, Fixtures & Equipment for OCN Reno Building 1200 Library**
- K. **Notice of Completion - Bid # CO1-23 Horticulture Greenhouse Installation**
- L. **Approve Agreement with Transact Campus Payments, Inc.**
- M. **Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee McNeil, seconded by Trustee Fischer, consent items A-M were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

## VII. ACTION ITEMS

- A. **Public Hearing: 4:00 p.m. – Consider Approval of Energy Service Contract with Johnson Controls, Inc.**

A public hearing was opened and closed. No public comments were received.

- B. **Adopt Resolution No. 04-23/24: Authorizing Energy Conservation Services Agreement (Government Code §4217.12) and Approval of Energy Conservation Services Agreements with Johnson Controls, Inc.**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution No. 4-23/24 and approved the Energy Conservation Services Agreements with Johnson Controls, Inc.

Vote: 7/0/0

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

Abstentions: None

Absent: None

- C. **Public Hearing 4:00 p.m. Fiscal Year 2023/24 Final Budget**

A public hearing was opened and closed. No public comments were received.

**D. Adopt Fiscal Year 2023/24 Final Budget**

By motion of Trustee McNeil, seconded by Trustee Clendening, the board adopted the 2023/24 fiscal year budget.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**E. Adopt Resolution No. 03-23/24: Authorize Execution and Delivery of Documents Relating to the Sale and Delivery of MCCD Certificates of Participation (2023 School Financing Project) and Authorize and Direct Certain Actions in Connection Therewith**

By motion of Trustee McNeil, seconded by Trustee Clendening, the board adopted Resolution No. 03 – 23/24 to authorize execution and delivery of documents relating to the sale and delivery of MCCD certificates of participation and authorize and direct certain actions in connection therewith.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**F. Ratify Memorandum of Understanding 23-06 with the Academic Associate Faculty (Article 13: Health Benefits)**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board ratified Memorandum of Understanding 23-06 with the Academic Associate Faculty.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**VIII. FIRST READ – BOARD POLICIES**

- A. Board Policy 4040 – Library and Other Instructional Support Services**
- B. Board Policy 4220 – Standards of Scholarship**
- C. Board Policy 4235 – Credit for Prior Learning**
- D. Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification**

Board Policies 4040, 4220, 4235, and 4250 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

**IX. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

Trustees Cassar, Clendening, McNeil, and Merchat attended All College Day. Trustee Clendening attended an OUSD board meeting last week, and she, along with a number of other MiraCostans, will attend the Gentlemen’s Gourmet event.

Trustee McNeil attended a number of athletic events, including a women’s soccer game, where the MiraCosta team won 6-1 against Miramar.

Trustee Fischer shared his thoughts about the consequential impacts on faculty and students with changes in teaching and learning resulting in part from climate change.

Trustee Simon attended an Umoja Welcome Fest, which she enjoyed.

Trustee Cassar attended a SDICCCA meeting. He note enrollment is up across the board in both in-person and online.

Trustee Merchat attended the State of the City for Carlsbad. He noted the facilities planning is getting us to where we need to be, in spite of the turmoil that cost escalations and costly DSA changes have caused. Trustee Merchat discussed a signal that continues to emerge post pandemic - a sense of community seems to be a major priority that is needed.

## **B. Students**

Student Trustee Kenneth Pilco reported he visited Mt. San Jacinto College for a tour with their student trustee. He and fellow student trustees are exploring resolutions that may be supported within the region.

The Community Learning Center (CLC) is working to improve signage in the parking lot. ASG is supporting the Dia de los Muertos event that will be held at the college and trying to increase presence.

The San Elijo Campus continues their focus on student engagement.

ASG is working on their mission statement. They are also focused on increasing student engagement and holding more community events, perhaps even a music festival, on campus. Pilco acknowledged this is HSI week, and he thanked the board for their support for this population as well as for all students.

## **C. Classified Employees**

Immediate Past Classified Senate (CS) President Carl Banks says he feels we're back, even when joyfully searching for a parking spot. He noted how students are hanging out on campus, and not just leaving when classes are over.

Classified Senate is participating in the subcommittee work for the transformation process of professional development. Another cultivating human connections joint event with the Academic Senate.

## **D. Faculty**

Academic Senate (AS) President Leila Safaralian thanked colleagues who have worked on the Chicanx/Latinx Heritage Month events.

The MiraCosta Mathematics Department team, which included three MiraCosta students led by Mathematics Instructor Zika Perovic, has won first place in the American Mathematics Association of Two Year Colleges for student research on the topic of addressing hunger and food insecurity with a mathematical model after working with the community and local schools to determine their needs.

The Academic Calendar taskforce, chaired by curry Mitchell, has been formed and includes a broad scope of college representation to research, collaborate, and develop a calendar model that best serves our students.

## **E. Assistant Superintendents/Vice Presidents**

### **1. Instructional Services**

Assistant Superintendent/Vice President Pescarmona reported FTES at the CLC is up more than 20 percent this semester over last fall semester and is above pre-pandemic levels. Overall, we are seeing an increase of seven percent in headcount and eight percent in FTES over last fall. We are approaching 2020 enrollments, however, we are still off about 1,000 students from this time in 2020. We are looking at where we are missing the mark in serving students and focused on strategic planning for improvement.

We were selected for a \$1M Bioscience Hub National Science Foundation (NSF) grant – a first for MiraCosta. Only about 25 of these NSF grants are awarded each cycle across the United States to higher education institutions. This can open the door for more NSF and Federal grants in the future. This experiential learning in emerging and novel technologies grant will assist with professional development and training opportunities for students in bioscience careers.

### **2. Student Services**

Assistant Superintendent/Vice President Wojcik submitted a written report. She added that Outreach Student Services Specialist Gabby Baez received a proclamation as a representative of the Mexican community from the City of Encinitas. Gabby spoke about contributions to the community and also about the work that MiraCosta has done around HSI (Hispanic Serving Institution).

Wojcik thanked the board for approving the reorganization of Student Services, which has been in the works for the last five years and will serve students in welcome centers on both the first and second floors and offer students a truly one-stop-shop experience. Staff members in Counseling, Financial Aid, and Admissions and Records, which are the busiest departments in the Student Services Division, will be cross-trained to serve students with an even broader skillset and knowledge base in preparation for their new roles and the move to the new Student Services Building.

### **3. Administrative Services**

Assistant Superintendent/Vice President Flood reported our parking lots are full from 9am to 1pm. Steps are being taken to alleviate some of the gridlock.

Flood expressed appreciation for the tremendous lift by the Fiscal Services team, as well as the PIO team, for their work on the final budget book.

### **4. Human Resources**

Assistant Superintendent/Vice President Ng reported a lot of work is being done around onboarding and professional development. The DEI work at the college contributes to a variety of areas, including the onboarding process.

Ng worked at the CLC for a day and was approached by a number of students who expressed how grateful they are for the support they receive from CLC staff. Working at the various sites has provided an opportunity to engage with MiraCostans in a more connected way.

**F. Superintendent/President**

Superintendent/President Cooke reported the Administrators Committee has an all day workshop on September 21 where they will actively engage in futures scenarios.

The visit by the accreditation team is coming up on September 18. Because we don't have any core inquiries, we are optimistic that things will go smoothly.

Cooke noted that professional development is critical to our being nimble and flexible. We've been dreaming big to position ourselves as learners who help others learn. Planning continues around this area.

CSU will increase their tuition over the next five years, and we expect this could impact our enrollment.

**X. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

**XI. ADJOURNMENT**

The meeting adjourned at 5:51 p.m.



**MINUTES APPROVAL:**

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Frank Merchat  
President

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

<b>Subject:</b> Technology Plan Progress Update	<b>Attachment:</b> <a href="#">PowerPoint Presentation</a>
<b>Category:</b> Information	<b>Type of Board Consideration:</b> Information      Consent      Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> Goal 1      Goal 2      Goal 3      Goal 4
<b>Recommended:</b>  _____ <b>Tim Flood</b> Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  _____ <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

The Technology Plan update was adopted in November 2022, with a focus on technology support strategies that were developed based on the data and trends associated with each of the four institutional goals. The Technology Plan will be revised annually over the next five years to evaluate progress towards meeting the technology strategies and initiatives described in the plan.

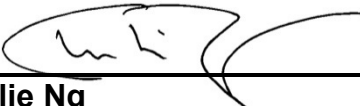

**STATUS**

Associate Vice President, Chief Information Systems Officer Dr. Anthony Maciel, Manager Library Operations Michelle Ohnstad, Interim Director Technology Support Services Shanon Macintyre, and Interim Director Enterprise Application Services Mark Stramaglia will provide an update on the Technology Plan.

**RECOMMENDATION**

For information only.



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

**STATUS**

Employment of the following regular classified employees:

- Christian Saunders, Police Officer, position P-00310, salary range 26, step 2, \$6,799.50 per month, full-time, 12 months per year, effective September 5, 2023. Christian was selected through an open recruitment process.

Demantina Ortiz, Development Specialist, Institutional Advancement, position P-09271, salary range 24, step 2, \$6,419.92 per month, full-time, 12 months per year, effective October 9, 2023. Demantina was selected through an open recruitment process.

Israel Gutierrez-Hernandez, Student Services Specialist, Orientation and Student Support, position P-06214, salary range 21, step 1, \$5,579.83 per month, full-time, 12 months per year, effective September 25, 2023. Israel was selected through an open recruitment process.

- Permanent change of assignment for the following regular classified employees:

Chelsea Chavira-Verdin, Administrative Assistant to the Dean, Counseling, position P-05823, has accepted the permanent position of Administrative Assistant to the Dean, IDEA, position P-10642, salary range 24, step 4, \$7,083.67 per month, full-time, 12 months per year, effective September 11, 2023. Chelsea was selected through the lateral transfer process.

Jay Hartzell, Library Technician II, Public Services, position P-06205, has accepted the position of Library Technician III, Public Services, position P-00275, salary range 26,

longevity year 12, \$8,635.84 per month, full-time, 12 months per year, effective September 11, 2023. Jay was selected through an open recruitment process.

David Sears, Custodian, position P-00131, has accepted the permanent position of Custodial Maintenance Worker, position P-05809, class 15, longevity year 6, \$5,894 per month, full-time, 12 months per year, effective October 1, 2023. David was selected through an open recruitment process.

Jacob Sneary, Police Officer, position P-00312, has accepted the permanent position of Police Sergeant, position P-00314, salary range 35, longevity year 9, \$10,506.67 per month, full-time, 12 months per year, effective September 11, 2023. Jacob was selected through an open recruitment process.

Nora Escobedo, Support Assistant II, Noncredit Adult Education, position P-07516, salary range 16, step 3, \$5,357.42 per month, full-time was reclassified to Academic Services Coordinator, range 26, step 3, \$7,152.67 per month, full-time, effective October 1, 2023, as approved as part of the reorganization of Noncredit Instructional Services by the board of trustees on September 14, 2023.

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

Christi Middlesworth, Administrative Assistant III, PIO, position P-00062, will serve as Interim Buyer, Purchasing, range 24, longevity year 6, \$7,642.58 per month, full-time, effective September 18, 2023 – June 30, 2024.

Jorge Ramirez Ibanez, Financial Aid Assistant, Financial Aid and Scholarships, position P-06188, will serve as Interim Financial Aid Advisor, range 23, step 1, \$5,911.08 per month, full-time, effective September 1, 2023 – June 30, 2024.

Christina Undan, Accountant II, position P-00014, will serve as Interim Accounting Manager, range 37, longevity year 6, \$11,122.33 per month, full-time, effective November 1, 2023 – June 30, 2024.

Zak Ruvalcaba, Web Applications Developer, ITS Enterprise Applications Services, position P-00405, will serve as Interim Enterprise Applications Developer, range 37, longevity year 20, \$12,911.75 per month, full-time, effective September 25, 2023 – June 30, 2024.

4. Temporary change of assignment for Sonia Martinez Sevilla, Admissions and Records Specialist, position P-06175, will continue increase in hours from 16 to 36 per week, effective July 1 – September 17, 2023.
5. Compensation changes for the following Associate Counselors, Mental Health, from class 5 to class 6 on the associate faculty salary schedule, effective November 1, 2023, as follows:
  - a. Anjou Parekh, Associate Counselor, Mental Health, P-07252
  - b. Arianna Escobar, Associate Counselor, Mental Health, P-10518
  - c. Natasha Jackson, Associate Counselor, Mental Health, P-09884
  - d. Nidya Ramirez Ibarra, Associate Counselor, Mental Health, P-09883
  - e. Tammah Watts, Associate Counselor, Mental Health, P-08374

f. Van Ethan Levy, Associate Counselor, Mental Health, P-07138

6. Employment of the following associate faculty members for the 2023 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Yi-cheng	Hu	Child Development
Terrie	Hawthorne	Counselor, Career Center
Chanika	Marsh	Counseling
Michael	Lewis Jr	Computer Studies
Mona	Elmaghraby	ESL, Noncredit
Justin	Joyce	Music
Christina	Moyer	Psychology
Barbara	Vega	Short Term Vocational

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

William	Rice	Automotive Technology
Kathryn	Dyer	Kinesiology, Health & Nutrition
Daniel	Cooper	Physical Sciences
Michelle	Worley	Psychology
Amanda	Quivey	Theatre & Film

7. In accordance with Administrative Procedure 7211.2.III, the individual identified below has provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the disciplines listed:

Luis Jr Munguia Rivera – Counseling

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

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

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

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

8. Employee 07182162, in accordance with Board Policy 7345, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the 2023/24 fiscal year. Pursuant to the Classified Senate WCM, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.

Employee 07177003, in accordance with Board Policy 7345, requests a waiver to the

limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the 2023-24 fiscal year. Pursuant to the Classified Senate WCM, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.


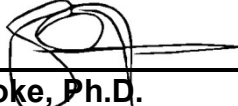
9. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

<b>Employee Name</b>	<b>Job Title</b>	<b>Assignment</b>	<b>Department</b>	<b>Pay Rate</b>	<b>Start Date</b>	<b>End Date</b>
Blanca Garcia Castillo	Apprentice I	Substitute	Child Development Center	\$15.50/hr	9/11/23	5/31/24
Estefania Dieguez Hernandez	Campus Aide III	Substitute	Admissions and Records, CLC	\$19.50/hr	9/11/23	6/30/24
Andreas Zimmermann	Apprentice III	Substitute	STEM Learning Center	\$17.50/hr	9/15/23	6/30/24
Anisha Jackson	Administrative Support Assistant III	Substitute	Public Information Office	\$31.27/hr	9/18/23	6/28/24
Christina Esquibel	Police Dispatcher / Records Technician	Substitute	Police Administrative	\$33.13/hr	9/18/23	6/30/24
Rebekah Gerhardt	Financial Aid Assistant	Substitute	Financial Aid and Scholarships	\$28.67/hr	9/18/23	6/30/24
Maya Montes	Outreach Assistant	Substitute	School Relations/Diversity Recruitment	\$24.10/hr	9/19/23	6/30/24
Barclay Noble	Assistant Coach	Substitute	Athletics and Intramurals	\$27.85/hr	9/25/23	6/30/24
Nallely Verde	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	9/25/23	6/30/24
Neida Castillon	Apprentice I	Substitute	Child Development Center	\$15.50/hr	9/25/23	5/31/24
Randal Cheatwood	Apprentice III	Substitute	Academic Support and Innovations	\$17.50/hr	9/25/23	6/30/24
Louisa Podlewski	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	10/1/23	6/30/24
Srisuda Leuttringhaus	Early Childhood Education Instructional Specialist	Substitute	Child Development Center	\$30.37/hr	10/9/23	6/30/24
Susana Camacho	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	10/9/23	6/30/24
Aamina Usmani	Apprentice I	Short-term	Biomanufacturing	\$15.50/hr	10/20/23	6/30/24
Abigail Vivas-Orozco	Student Services Specialist	Short-term	Counseling	\$32.19/hr	10/20/23	6/30/24
Alice Hoskins	Campus Aide III	Short-term	Admissions and Records, OCN	\$19.50/hr	10/20/23	6/30/24
Cory Boll	Campus Aide III	Short-term	Cashiering Services	\$19.50/hr	10/20/23	6/30/24
Deaurcy Williams	Art Model	Short-term	Art	\$28.00/hr	10/20/23	5/31/24
Dwayne Cosby	Facilities Event Support Assistant	Short-term	Athletics	\$25.00/hr	10/20/23	6/30/24
Edgar Herrera	Campus Aide III	Short-term	Career Education Grants	\$19.50/hr	10/20/23	6/30/24

Erika Matlala Gonzalez	Campus Aide III	Substitute	CARE Program	\$19.50/hr	10/20/23	6/30/24
Ethen Menendez	Campus Aide II	Short-term	Dance	\$17.50/hr	10/20/23	12/15/23
Isaac Salazar	Campus Aide III	Short-term	Admissions and Records, OCN	\$19.50/hr	10/20/23	6/30/24
Joseph Prete	Campus Aide II	Short-term	Dance	\$17.50/hr	10/20/23	12/15/23
Kimberli Baeza	Campus Aide III	Short-term	Cashiering Services	\$19.50/hr	10/20/23	6/30/24
Megan Beyer	Campus Aide III	Short-term	Biological Sciences	\$19.50/hr	10/20/23	6/30/24
Miranda Whittlesey	Art Model	Short-term	Art	\$28.00/hr	10/20/23	5/31/24
Patricia Rand	Campus Aide III	Short-term	Admissions and Records, OCN	\$19.50/hr	10/20/23	6/30/24
Roel Godinez	Campus Aide III	Substitute	CARE Program	\$19.50/hr	10/20/23	6/30/24
Rylee Arispe	Facilities Event Support Assistant	Short-term	Athletics	\$25.00/hr	10/20/23	6/30/24
John Ballnik	Art Model	Short-term	Noncredit, General	\$28.00/hr	10/23/23	6/30/24
Sandra Zamora Gonzalez	Administrative Support Assistant III	Short-term	Human Resources	\$31.27	10/23/2023	6/30/2024

## RECOMMENDATION

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

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 23-07 between the MiraCosta Community College District and the Faculty Assembly</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 23-07 Guided Pathways/ACP</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <b>Information      <input checked="" type="checkbox"/> Consent      Action</b>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <b>Goal 1      Goal 2      <input checked="" type="checkbox"/> Goal 3      Goal 4</b>
<b>Recommended:</b>  <hr/> <b>Charlie Ng</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

The district has been engaged in the implementation of the Guided Pathways framework to improve student success and close equity gaps for disproportionately impacted populations since 2017.

In support of this work, the district established the positions of Guided Pathways Faculty Co-Leads and Academic and Career Pathways Instructional Faculty Liaisons that engaged in ongoing co-curricular academic and career activities and events. There is a need to continue this work during the 2023/24 and 2024/25 academic years.

**STATUS**

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

**RECOMMENDATION**

Ratify Memorandum of Understanding 23-07 between the MiraCosta Community College District and the Faculty Assembly, as stated.



MOU Between the MiraCosta Community College District and  
MiraCosta Community College District – Faculty Assembly 23-07

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This agreement extends MOU 21-01 and modifies the terms of section C.11.0 of the Faculty Assembly 2022-2025 contract to allow for the specific project identified below:

- 1) The District has been engaged in the implementation of the Guided Pathways framework to improve student success and close equity gaps for disproportionately impacted populations since 2017. In support of this work, the District established the positions of Guided Pathways (GP) Faculty Co-Leads and ACP Instructional Faculty Liaisons (IFL) that engaged in ongoing co-curricular academic and career activities and events relevant to the entire campus community and each Academic and Career Pathway (ACP). Additionally, ACP Counselors have been identified and contribute to this work. There is a need to continue this work during the 2023-2024 and 2024-2025 academic years.
- 2) **Reporting Structure:** Work related to ACPs and performed under this agreement by the GP Co-Leads, IFLs, and ACP Counselors is coordinated by the Dean of Instructional Services. GP Faculty Co-Leads will be part of the GP leadership team; IFLs and ACP Counselors will serve as members of the Student Success Teams, specific to established ACPs.
- 3) **Compensation and Workload:**
  - a. Two faculty will be selected as the GP Faculty Co-leads: one instructional faculty and one counseling faculty. The Instructional GP Faculty Co-leads will receive 20% reassigned (8 hours per week) for the fall and spring semesters.
  - b. Each of the six ACP IFLs will be provided with 20% reassigned time (8 hours per week) for the fall and spring semesters. This reassigned time may be shared between multiple faculty within an ACP.
  - c. Each of the six ACPs Counseling leads will be provided with 20% reassigned time from their student contact hours (five hours per week) for ACP related work. This reassigned time may be shared between multiple counselors within an ACP.
  - d. During non-contract days, faculty will be compensated at the applicable non-contractual, non-teaching hourly rate for participation in planning meetings and onboarding activities for students, not to exceed thirty (30) hours.

- 4) Application and Selection Process:** Selection of the GP Faculty Co-Leads, ACP Counseling Leads, and IFLs will be done in collaboration between the Academic Senate President and the Dean of Instructional Services, and in consultation with the appropriate area dean and vice president.
- 5) Job Duties and Responsibilities** for the GP Faculty Co-Leads include the following:
- a. Collaborate with the GP leadership team on identifying multi-year and annual goals and planning and implementing immediate strategies that address student success and promote equity at scale using the GP framework.
  - b. Participate in bi-weekly meetings with the GP leadership team to check on progress and develop solutions to address implementation challenges. Participate and co-lead semi-annual GP/ACP planning retreats. Attend the statewide CAGP institutes as appropriate.
  - c. Help plan, coordinate, and facilitate college-wide activities related to the Redesigning the Student Experience at MiraCosta College with the purpose to promote broader participation and commitment to student success and equity.
  - d. Design, coordinate and implement Light The Fire Summer Institute for faculty on culturally responsive pedagogy and high-impact curricular and co-curricular practices that lead to intentional student engagement and learning, such as contextualized learning experiences, internships, career exploration, service learning, and work-based and project-based learning.
  - e. Develop and implement an ongoing communication plan with respective groups of instructional and counseling faculty to create opportunities for dialogue and engagement in the GP reforms. Assist with maintaining and updating the Redesigning Student Experience Canvas page.
  - f. Provide updates and lead conversations about the GP at various governance and advisory committee meetings. Work with governance committees' leadership on aligning the committee processes and projects with the GP principles, including a specific focus on the Pillar 4 practices.
  - g. GP Faculty Co-Lead – Counseling: In partnership with the Dean of Counseling, lead faculty in the Counseling department to identify specific, tangible strategies for the redesign of their departmental practices that focus on student success and equity and support the work of the ACP Success Teams at scale.
  - h. GP Faculty Co-Lead – Instructional: In partnership with the IFLs, convene discipline faculty by ACP to identify specific, tangible strategies for integrating GP practices and support the work of the ACP Success Teams at scale.



- i. Review the student success and equity data regularly, facilitate conversations about the GP data in a variety of settings, and promote the use of data with individual faculty, department chairs, and committee chairs.
- j. Perform other related duties as assigned.

**6. Job Duties and Responsibilities for the IFLs** include the following:

- a. Act as a liaison between the respective ACP Success Team members and all discipline faculty and departments that are part of the assigned ACP to support ACP case management activities and programming for the disproportionately impacted students.
- b. Organize and facilitate co-curricular career exploration and work-based learning opportunities for students, in a variety of modalities, specific to the assigned ACP, such as career panels, employer mixers, industry tours, speaker events, etc. Partner with the Career Center and Work-based Learning liaisons on such events.
- c. Engage discipline faculty from the assigned ACP in conversations and professional development regarding embedding culturally relevant, equity-minded career and education planning assignments in the courses, especially in the introductory major courses and top enrolled General Education courses. Use student success and equity data to guide these conversations. Assist faculty with developing and embedding such assignments. Collaborate with WBL liaisons to develop and maintain an inventory of sample assignments and other resources.
- d. In collaboration with ACP Counselors, engage department chairs and other discipline faculty from the assigned ACP in the review and improvement of their academic maps and course schedules for student success and equity.
- e. Assist with the development and maintenance of their respective ACP Canvas page for students. Compile and publish information on pathways, careers, programs, and specific courses within an assigned ACP to help students explore their options.
- f. Develop and implement ongoing communications with faculty and department chairs within the assigned ACP through attendance of departmental meetings, development of flex workshops, monthly newsletters, and other means in order to share pertinent resources, ACP events, and engagement opportunities.
- g. Meet and communicate regularly with the Dean of IS, and other IFLs. Participate in semi-annual GP/ACP planning retreats. Attend the statewide CAGP institutes as appropriate.

- h. Participate in monthly planning meetings of the respective ACP Success Team to coordinate ACP activities, specifically designed for disproportionately impacted students, and collaborate on approaches to cultivate a community of learners.
- i. Assist with planning and facilitating components of the student onboarding events, such as ACP Explore events and Welcome Fests.
- j. Perform other related duties as assigned.

**7. Job Duties and Responsibilities for the ACP Counselors** include the following:

- a. Participate in ACP Success Team events including community building and career-focused, work-based learning events/workshops.
- b. Support outreach efforts to DI students served by the assigned ACP Success Team.
- c. Collaborate with ACP Instructional Faculty on presentations/workshops to support academic counseling and education planning knowledge.
- d. Collaborate on the creation of ACP specific materials for students to inform education planning and academic goals (handouts, presentations, program requirements).
- e. Facilitate academic counseling presentation for ACP specific onboarding activities (ACP Explore).
- f. Participate in monthly ACP Success Team meetings (1.5 – 2 hours per month).
- g. Attend bi-weekly case management meeting with the success coaches (2 hours per month).
- h. Support and contribute to the development of intervention communications to students on academic notice.

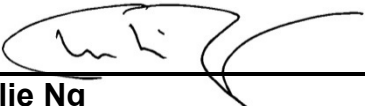

This agreement will become effective upon approval. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

\_\_\_\_\_  
 Signature Date  
 Superintendent/President  
 MiraCosta Community College District

\_\_\_\_\_  
 Signature Date  
 President  
 MiraCosta College Faculty Assembly

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

**BACKGROUND**

As a way to express appreciation for the important service rendered to the college, the board of trustees has traditionally approved four hours of release time for classified professionals who desire to attend a year-end luncheon, and one hour of release time at the end of the shift for classified professionals who do not desire to attend a year-end luncheon.

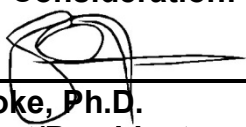
**STATUS**

The college is prepared to support the appreciation of classified professionals for the important service rendered to the college including providing four hours of release time for classified professionals who desire to attend, and one hour at the end of the shift for classified professionals who desire not to attend, the year-end luncheon.

It is proposed that the year-end luncheon be held on Friday, December 8, 2023, beginning at 12:30 p.m. and ending at 4:30 p.m.

**RECOMMENDATION**

Approve release time for classified staff recognition, as stated.

<b>Subject:</b> Approve 2024/25 Academic Calendar	<b>Attachment:</b> 2024/25 Academic Calendar
<b>Category:</b> Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

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

**STATUS**

The Academic Affairs Committee prepared the attached academic calendar for 2024/25. The calendar was approved by the Academic Senate on August 11, 2023, and recommended for approval by the superintendent/president.

**RECOMMENDATION**

Approve the 2024/25 academic calendar, as recommended by the superintendent/president.

# MiraCosta College 2024-2025 Academic Calendar

## Summer Session 2024 June 2024

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

## July 2024

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

### IMPORTANT DATES

#### SUMMER

June 10	Start of Summer 8-week Intercession
June 10	Start of Summer 6-week Intercession
August 3	End of Summer Intercession

#### FALL

Aug 16	All-College Day
Aug 19	Classes Begin
Sept 3	Last Day to Add Classes
Sept 3	No "W" Deadline*
Sept 5	First Census
Nov 18	75% Withdrawal Deadline**
Dec 10-14	Final Exams
Dec 14	Pass/No Pass Deadline***
Dec 14	End of Semester
Dec 25-Jan 1	Campus Closed

#### SPRING

Jan 21	Classes Begin
Feb 3	Last Day to Add Classes
Feb 3	No "W" Deadline*
Feb 5	First Census
Mar 17-22	Spring Break
Apr 24	75% Withdrawal Deadline**
May 20-23	Final Exams
May 23	Pass/No Pass Deadline***
May 23	Commencement

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

June 19	Juneteenth (Legal Holiday)
July 4	Independence Day (Legal Holiday)
Sept 2	Labor Day (Legal Holiday)
Nov 11	Veterans Day (Observance)
Nov 28	Thanksgiving Day (Legal Holiday)
Nov 29	Fall Break (Local Holiday)
Dec 25	Christmas (Observance)
Dec 25-31	Winter Closure
Jan 1	New Year's Day (Observance)
Jan 20	Martin Luther King, Jr. Day (Legal Holiday)
Feb 14	Lincoln Day (Observance)
Feb 17	Washington Day (Legal Holiday)
Mar 20-21	Thursday/Friday of Spring Break (Local Holiday)
May 26	Memorial Day (Legal Holiday)

Adopted by the Board of Trustees XX/XX/XX.

## Fall Semester 2024 August 2024

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

## September 2024

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

## October 2024

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

## November 2024

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

## December 2024

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

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

## Spring Semester 2025 January 2025

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

## February 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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## March 2025

S	M	T	W	Th	F	S
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## April 2025

S	M	T	W	Th	F	S
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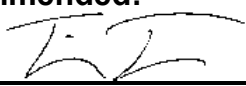
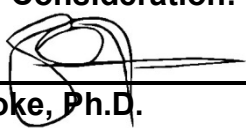
## May 2025

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

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

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



<b>Subject:</b>  <b>Approve Purchase for AV/IT Equipment for OCN Reno Building 1200 Library</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf(miracosta.edu)">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <input checked="" type="checkbox"/> Goal 1      Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically network switches and miscellaneous audio visual and information technology items, is related to the project needs identified for the Reno Building 1200 Library Project at the Oceanside campus.

**STATUS**

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



The equipment purchases have been identified with an estimated total cost not to exceed \$125,000, and are detailed below:

Project Name	Estimated Cost	Supplier
Reno Building 1200 Library Project	\$125,000	ePlus Technology

Funds for equipment are budgeted within the district’s fund 43 budget.

**RECOMMENDATION**

Authorize the vice president, administrative services to proceed with the procurement with Cisco NASPO ValuePoint DataCom for purchases in amount not to exceed \$125,000.

<b>Subject:</b>  <b>Approve Purchase of Furniture, Fixtures &amp; Equipment for OCN Health &amp; Wellness Hub (Allied Health and Gym &amp; KHAN)</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent                      Action
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf">mcc_mission_statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b> <input checked="" type="checkbox"/> Goal 1                      Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically janitorial supplies and equipment and miscellaneous items, is related to the project needs identified for the Health & Wellness Hub (Allied Health and Gym & KHAN) Projects at the Oceanside campus.

**STATUS**

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Foundation for California Community Colleges CollegeBuys/Trustees of the California State University (“CSU”) Consortium Agreement No. 00004410 for the purchase of specific items at the lowest cost and best overall value for district purchases.

The equipment purchases have been identified with an estimated total cost not to exceed \$145,000, and are detailed below:



Project Name	Estimated Cost	Supplier
OCN Health & Wellness Hub	\$145,000	Waxie’s Enterprises, LLC

Funds for equipment are budgeted within the district’s fund 43 budget.

## **RECOMMENDATION**

Authorize the vice president, administrative services to proceed with the procurement with Foundation for California Community Colleges CollegeBuys/Trustees of the California State University ("CSU") Consortium Agreement No. 00004410 and for equipment purchases in amount not to exceed \$145,000.



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

**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 2023 = \$109,300.00), 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  
August 23, 2023 - September 22, 2023**

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**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003723	Pyro-Comm Systems, Inc.	Replace Fire Alarm Panel Bldg 7000 (Fac)	\$18,716.00
23003725	Vaughn Irrigation Services, Inc.	Horticulture 2" Backflow Replacement (Fac)	\$14,856.56
23003782	Eugene Fitzpatrick	Contract Services (TCl)	\$13,000.00
23003714	Diversified Window Coverings, Inc.	Equipment and services (Fac)	\$9,535.74
23003715	Glanz Signing & Graphics Inc	Exterior Signage for SAN 800 (Fac)	\$7,061.88
23003727	Botsford Construction Inc	Install cabinets at SAN 400 (Fac)	\$6,920.00

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

**Emergency Repair Contracts Without Bid**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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 - \$109,300**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003881	Schools Excess Liability Fund (SELF)	Insurance Coverage (Risk)	\$98,960.58
23003852	TargetX.com LLC	Board Agenda Approved	\$82,500.00
23003668	Weiland and Associates, Inc.	Services/repairs (Fac)	\$70,500.00
23003630	Study Smart Tutors Inc	Contract Services (Gear Up)	\$70,085.00
23003684	CM Brewing Technologies LLC	Instructional Equipment (TCl)	\$65,507.62
23003686	Clear Channel Traffic S D	Advertising (PIO)	\$54,120.67
23004052	RRL Enterprises, Inc.	Equipment (Auto Tech)	\$43,718.08
23003848	Accenture LLP	Contract Services (Bus Serv)	\$41,400.00
23004036	NV5 Inc	Site Survey (Fac)	\$40,000.00
23003631	Pegasus ME Buyer, Inc	Software Maintenance (ITS)	\$31,534.45
23003605	MiraCosta Child Development Center	Student Financial Aid (EOPS)	\$30,000.00

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

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

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23004069	Eppendorf North America Inc	Services/Repairs (Chem)	\$20,966.00
23004067	Lifetime Products, Inc.	Furniture (Pur)	\$17,947.02
23003879	JoVE	E-Resource (Lib)	\$16,222.50
23003784	Parron Hall Office Interiors	Furniture (Pur)	\$15,537.63
23003724	Lawnmowers Plus Inc	Equipment (Fac)	\$13,690.17
23003855	Medical Shipment LLC	Instructional Supplies (Nurs)	\$13,169.45
23003669	Lawnmowers Plus Inc	Equipment & Supplies (Fac)	\$13,145.88
23003722	Sun Ridge Systems Inc	Software Maintenance (Pol)	\$12,897.00
23003652	Blackbaud Inc	Consulting (Found)	\$12,000.00

23003632	Elsevier Inc.	Software Maintenance (Bio)	\$11,220.00
23003627	Eppendorf North America Inc	Equipment (Chem)	\$11,055.04
23003676	Venus Designs Inc	Consulting (Guided Pathways)	\$10,000.00
23003786	Rutan & Tucker LLP	Legal Services (HR)	\$10,000.00
23004006	FCCC	Consulting (Guided Pathways)	\$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.

<b>POs from \$5,000 - \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003787	Stotz Equipment	Equipment and Service (Fac)	\$9,912.50
23004065	Toyotalift Inc	Maintenance Agreement (Fac)	\$9,871.25
23003602	Agile Sports Technologies, Inc.	Maintenance Agreement (KHAN)	\$9,198.42
23003812	Unicon, Inc.	Software Maintenance (ITS)	\$9,000.00
23003979	Workday Inc	Contract Services (AS)	\$8,360.00
23003944	Quality Logo Products, Inc.	Promotional (TCI)	\$7,253.40
23004060	Waxie Punchout	Supplies (Fac)	\$6,396.44
23003731	Feeding San Diego	Blanket PO (CARES)	\$6,000.00
23003662	Waxie Punchout	Supplies (Fac)	\$5,723.92
23003763	Facebook Inc	Blanket PO (PIO)	\$5,412.50
23003798	Costco Wholesale	Blanket PO (Adult Ed)	\$5,412.50
23003999	Marine Corps Community Services	Advertising (TCI)	\$5,400.00
23003748	San Diego North Economic Dev Council	Membership (PIO)	\$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.

<b>Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23002377	CulinArt Group	Blanket (Std Equity)	\$21,650.00
23003155	Follett Higher Education Group, LLC	Financial Aid-Non Cash (EOPS)	\$20,000.00
23003421	Cart Mart Inc	Annual Cart Maintenance and Repairs (Fac)	\$11,825.00
23003012	Blackhawk Network Inc.	Blanket (CARE)	\$5,412.50

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.

<b>Construction Contract Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>Total Contract Expenditures: \$1,038,095.70</b>
<b>Ratify MCC purchase orders 23003582 through 23004073</b>

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.

<b>MOUs / Grants / Instructional / Miscellaneous Agreements</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
23000110_SCON	CLC Adult Education / SDUHSD	San Dieguito Union High School District	\$0.00
23000125_SCON	TCMC Education Affiliation Agreement	Tri-City Healthcare District	\$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**

<b>Contract #</b>	<b>Licensee</b>	<b>Description</b>	<b>Amount</b>
23000120_SCON	Oceanside Unified School District	OUSD and SDCOE LS1 Training Meeting	\$0.00
23000123_SCON	North County Transit District	NCTD Supervisor Training	\$847.00
23000128_SCON	University of Saint Katherine	USK Men's and Women's Soccer	\$175.00
23000129_SCON	Carlsbad Unified School District	Cross Country Practice	\$125.54
23000131_SCON	California Highway Patrol	CHP K-9 Training	\$0.00
23000133_SCON	Destini Perkins	Know Thyself Divine Woman Social Change Event	\$1,265.00
23000134_SCON	City of Encinitas	Encinitas Fire Dept and FireCatt Hose Tstg	\$0.00

**Capital Improvement Program Contract and Purchase Order Ratification List  
August 22, 2023 – September 22, 2023**

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

**CUPCCAA POs from \$5,000 – \$200,000**

PO #	Vendor	Description	Amount
	No Entries This Period		

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

**POs from \$25,000 - \$109,300**

PO #	Vendor	Description	Amount
23003864	Medical Shipment LLC	04201 New Allied Health Pyxis Machine OCN	\$34,638.92
23003866	Elite Relocation Services	04201/04204 Health and Wellness Hub Move OCN	\$27,246.64

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
23003898	Parron Hall Office Interiors	04204 New Gymnasium Sports Furniture OCN	\$18,552.08
23003889	Advanced Healthstyles Fitness Equipment, Inc.	04204 New Gymnasium Equipment OCN	\$14,802.04

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
23003890	Landscape Forms, Inc.	04204 Bldg. 5000 New Gymnasium Outdoor Adirondack chairs for the Gym OCN	\$6,431.62
23003552	State Water Resources Control Board	04201 HWH Storm Water Permit Fee (OC)	\$1,224.00
23003699	Medical Shipment LLC	04204 Medical Equipment for Gym/KHAN OCN	\$284.76

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
23003136	GS Williams, Inc.	04207 Change Order 1 OCN	\$1,267.81
23003962	NV5, Inv.	04225 Change Order 2 OCN	\$3,800.00
23003558	Parron Hall	04204 Gym and KAHN Furniture	\$120,144.79
23003559	Parron Hall	04201 Allied Health Furniture	\$204,816.31

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

**Construction Contract Change Orders**

PO #	Vendor	Description	Amount
23003452	Balfour Beatty Construction LLC	04204 Change Order 24 OCN	\$98,853.44
23003452	Balfour Beatty Construction LLC	04204 Change Order 23 OCN	\$81,733.77

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.

<b>MM-17-002 – Geotechnical Engineering Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-002 – Geotechnical Engineering Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>MM-17-003 – Civil Engineering Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-003 – Civil Engineering Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>MM-17-012 – Commissioning Services Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-012 – Commissioning Services Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>MM-19-013 – Inspector of Record Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-19-013 – Inspector of Record Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	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.

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

**MM-19-014 – Special Inspection Task Change Orders**




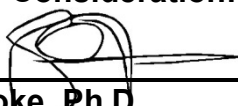
Contract #	Other Party	Description	Amount
	No Entries This Period		

**Total Contract Expenditures: \$613,796.18**

**Ratify purchase orders — 23003552, 23003699, 23003864, 23003866, 23003889-23003890, 23003898**

**Ratify purchase orders (Task Orders) — N/A**

**Ratify purchase orders (Contracts) — N/A**

<b>Subject:</b>  <b>Approve Health-and-Welfare Benefits Program for the 2024 Benefit Year</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information                  Consent                  Action 
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1                  Goal 2                  Goal 3                  Goal 4 
<b>Recommended:</b>   <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Members of the Fringe Benefits Committee (FBC) met to review enrollment data, cost projections, and the 2024 renewal rates for the various plan offerings of the district’s benefits program.

The district received proposed benefit rate increases of 23.71 percent for Kaiser and 30.01 percent for the PPO plan. There were no proposed increases to the district’s vision or dental insurance, or other fringe benefits. The proposed benefit renewal rates would result in an approximate increase cost to the district of \$3,909,486 for composite rates. The proposed renewal rates are unprecedented for the district and were the result of high claims experience, a small risk insurance pool of only three districts, and rising healthcare costs across the country.

Accordingly, the district reviewed all potential options, including the need to move to another risk pool for consideration by the FBC.

**STATUS**

The FBC recommends the following plan changes:

1. **Benefit Plan Changes:** The FBC unanimously recommends that the district transition its Kaiser and PPO health insurance benefits from the San Diego County Office of Education (SDCOE) to Self-Insured Schools of California (SISC) effective March 1, 2024. The transition to SISC will result in an approximate increased cost of \$289,632 or 2.17 percent to the district over the current health benefit program. SDCOE would continue to provide vision, dental, and other fringe benefits coverage to eligible employees.
2. **Kaiser Plan – Mental Health Services:** The majority of FBC members (five out of seven) recommend that the district eliminate the Holman supplemental mental health benefit for Kaiser members due to low utilization. It is recommended that the plan be



eliminated at the same time as the transition to SISC. From the plan's adoption in January 2021 to June 30, 2023, 15 employees across all employee groups utilized the program's benefits. From July 1, 2023, to September 19, 2023, a total of 16 employees and 1 dependent accessed Holman's supplemental health coverage for a total of 22 unique visits. The elimination of this benefit will result in annual cost savings to the district of approximately \$148,801.





3. **Health Care FSA Annual Maximum**: The FBC unanimously recommends an increase to the health care flexible spending account annual contribution limit from \$2,850 to \$3,050 in accordance with IRS guidelines. This change will not affect district costs.
4. **Election of Tiered Rate Structure**: The FBC unanimously recommends the district elect a tiered rate structure for health benefits based on overall savings. The district currently uses a composite rate structure in which a flat rate is paid for all employees enrolled in the health benefits program. A tiered rate structure allows the district to pay for health benefits based on actual enrollment for an employee only, employee plus one, or employee plus family plan. There are additional cost savings to the district, which is reflected above in number 1 for the overall savings to the district with the move to SISC.

Premiums for DeltaCare, Delta Dental PPO, VSP and all non-discretionary benefits, as well as the district contribution for voluntary benefit elections, will remain the same for the 2024 benefit year.

Assuming no change in employee headcount, the anticipated overall annualized program costs will increase from \$16,265,414 to \$16,406,245, an increased cost of \$140,831 or 0.8 percent. The program will continue to provide 100 percent, district-paid medical, dental, and vision premiums for all eligible employees/retirees and their eligible dependents.

## **RECOMMENDATION**

Approve health-and-welfare benefits program for the benefit year 2024, as stated above.

<p><b>Subject:</b></p> <p>Approve ICBOC Bylaw Changes</p>	<p><b>Attachment:</b></p> <ul style="list-style-type: none"> <li>• Resolution No. 5-23/24</li> <li>• <a href="#">Third Amendment of the Independent Citizens' Bond Oversight Committee Bylaws for Measure MM</a></li> </ul>
<p><b>Category:</b></p> <p>Action Items</p>	<p><b>Type of Board Consideration:</b></p> <p>Information          Consent          Action </p>
<p><b>Institutional Goals:</b></p> <p><a href="#">mcc_mission_statement.pdf (miracosta.edu)</a></p>	<p><b>Institutional Goal Supported:</b></p> <p>Goal 1          Goal 2          Goal 3          Goal 4 </p>
<p><b>Recommended:</b></p>  <hr/> <p>Tim Flood Assistant Superintendent/Vice President, Administrative Services</p>	<p><b>Approved for Consideration:</b></p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

**BACKGROUND**

An election was held in the MiraCosta Community College District on November 8, 2016, for the issuance and sale of general obligation bonds of the MiraCosta Community College District (the “district”).

Measure MM was approved under Proposition 39 which requires that the district establish, populate, and empower an independent citizens’ bond oversight committee. In connection with the issuance of bonds under Measure MM, on December 14, 2016, the district established the MiraCosta Community College District Citizens’ Independent Bond Oversight Committee (the “Committee”) and approved the bylaws which set forth the power and responsibilities of the committee, as authorized by applicable law.

On September 14, 2017, the board approved a first amendment to the bylaws for the committee, and on July 18, 2019, a second amendment was approved.

The district now wishes to: (1) change the required age for the ICBOC student representative, allowing for a representative to be under 18 years of age, while requiring the student to be a MiraCosta College student (2) updating the pronouns used in the bylaws to be gender neutral, to be inclusive of all individuals.

**STATUS**

Resolution No. 5-23/24 (1) makes a change to the ICBOC bylaws age requirement for the student representative, no longer requiring the representative to be 18, years of age or older

and requiring they be a MiraCosta College student; and (2) all pronouns in the document have been replaced with gender neutral pronouns.

There are no fiscal impacts to the general fund resulting from the proposed changes.

## **RECOMMENDATION**

Staff recommend that the board approve the following:

Approve Resolution No. 5-23/24 to amend the bylaws as follows: (1) change the required age for the ICBOC student representative, allowing for a representative to be under 18 years of age, and requiring the student to be a MiraCosta College student (2) update the pronouns used in the bylaws to be gender neutral, to be inclusive of all individual.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 5-23/24**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT TO AMEND THE BYLAWS OF THE INDEPENDENT BOND OVERSIGHT COMMITTEE TO (1) CHANGE THE REQUIRED AGE FOR THE INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE STUDENT REPRESENTATIVE, ALLOWING FOR A REPRESENTATIVE TO BE UNDER 18 YEARS OF AGE, AND REQUIRING THE STUDENT TO BE A MIRACOSTA COLLEGE STUDENT; (2) UPDATE THE PRONOUNS USED IN THE BYLAWS TO BE GENDER NEUTRAL, TO BE INCLUSIVE OF ALL INDIVIDUALS**

**WHEREAS**, the Board of Trustees of the MiraCosta Community College District (the "District") previously adopted a Resolution requesting San Diego County, California (the "County") to call an election for general obligation bonds ("Election") held on November 8, 2016 ("Measure MM"); and

**WHEREAS**, notice of the Election was duly given and on November 8, 2016, the Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$455,000,000; and

**WHEREAS**, based on the Canvass and Statement of Results for the Counties, more than fifty-five percent of the votes cast on Measure MM were in favor of issuing the aforementioned bonds;

**WHEREAS**, on December 14, 2016, the Board of Trustees of the District (the "Board") established an Independent Citizens' Bond Oversight Committee in connection with issuance of bonds under Measure MM (the "Committee") and approved Bylaws governing such Committee;

**WHEREAS**, on September 14, 2017, the Board revised the Bylaws by way of a First Amendment thereto;

**WHEREAS**, on July 18, 2019, the Board revised the Bylaws by way of a Second Amendment thereto;

**WHEREAS**, the Board currently desires to change the required age for the ICBOC student representative, allowing for a representative to be under 18 years of age, and requiring the student to be a MiraCosta College student; and

**WHEREAS**, the Board currently also desires to update the pronouns used in the bylaws to be gender neutral, to be inclusive of all individual.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:**

**1. Prior Authorization.** Measure MM was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

**2. Prior Establishment of the Committee.** The Committee was established pursuant to and for the purposes set forth in the Act.

**3. Changing Age Requirement for Student Member.** The board desires to change the required age for the ICBOC student representative, allowing for a representative to be under 18 years of age, and requiring the student to be a MiraCosta College student.

**4. Update Pronouns.** The board desires to update the pronouns used in the bylaws to be gender neutral, to be inclusive of all individual.

**5. Other Actions.** District Staff (i.e., the Superintendent/President and their designee) is hereby authorized and directed, jointly and severally, to do any and all things, and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this 19<sup>th</sup> day of October, 2023.

BOARD OF TRUSTEES OF THE MIRACOSTA  
COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Frank Merchat  
President, Board of Trustees

ATTEST:

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

STATE OF CALIFORNIA        )  
  )ss  
SAN DIEGO COUNTY         )

I, Sunita V. Cooke, do hereby certify that the foregoing is a true and correct copy of Resolution No. 5-23/24, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at the meeting thereof held on the 19<sup>th</sup> day of October, 2023, and that it was so adopted by the following vote:

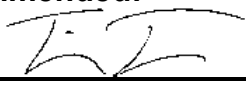

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

By \_\_\_\_\_  
Sunita V. Cooke, Ph.D.  
Superintendent/President

<b>Subject:</b>  <b>MiraCosta Community College District Irrevocable Trust Investment Board Report</b>	<b>Attachment:</b>  <ul style="list-style-type: none"> <li>• FY2023 Portfolio Summary Sheet</li> <li>• MCCD Trust Statement-Other Post-Employment Benefits (OPEB)</li> </ul>
<b>Category:</b>  <b>Information</b>	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="margin-right: 10px;">✓ Information</span> <span>Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="http://mcc.mission.statement.pdf(miracosta.edu)"><u>mcc_mission_statement.pdf (miracosta.edu)</u></a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span style="margin-left: 20px;">✓ Goal 4</span> </div>
<b>Recommended:</b>  <hr style="width: 30%; margin-left: 0;"/> <b>Tim Flood</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>  <hr style="width: 30%; margin-left: 0;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

Government Accounting and Standards Board (GASB) Bulletins require every community college district to commission actuarial studies to project the future Other Post-Employment Benefits (OPEB) liability for past and current employees. The OPEB liability is the future cost of health-and-welfare plans for retirees. GASB requires that each district conduct the actuarial study every two (2) years and that the annual audit include the liability and a plan to fund that liability over no more than 30 years.

GASB does not yet require that the plan be funded, but there are several factors that make it highly advisable for the district to fund the plan. The purpose of the valuation is to measure the district’s liability for other postemployment benefits (OPEB) and to determine an actuarially determined contribution (ADC). The ADC is a target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results may also serve as the basis for complying with GASB 75 for the district’s fiscal year ending June 30, 2024.

**STATUS**

The MCCD Irrevocable Trust Investment Board met on September 13, 2023. The board reviewed the balanced portfolio (50 percent equity and 50 percent fixed income) and fund performance for the past fiscal year. The June 30, 2023, trust fund balance was \$31.8 million, an increase of \$2.3 million from the change in market value and income (dividends) compared to the June 2022 balance, for a 7.9 percent return on investment. As a result of annual increases of health care cost premiums and changes to the number of eligible retirees, the accrued funded liability for June 2023, was 81.8 percent compared to last June 2022, at 86.8 percent.

The Total OPEB Liability was \$38,869,372 from the GASB 75 Interim Report for period ending June 30, 2023, conducted by Nyhart. The next actuarial study is in-progress for the June 2023 census and a new accrued liability amount will be the basis for district's funded accrued liability percent.

## **RECOMMENDATION**

For information only.

# BALANCED FUND TARGET ALLOCATION, 6/30/2023

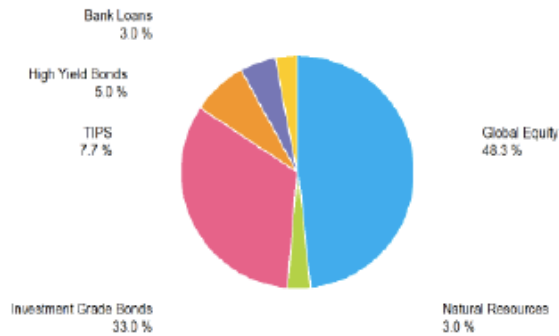
## 50% EQUITY / 50% FIXED INCOME



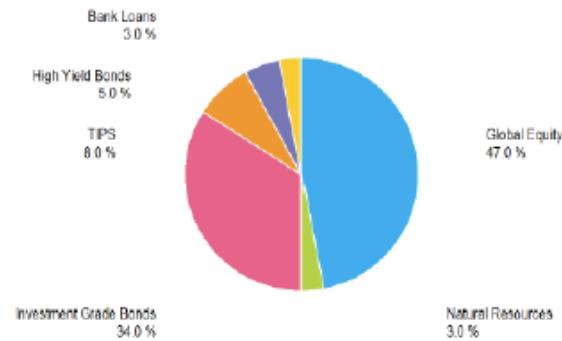
### Community College League of California Aggregate

Balanced Fund | As of June 30, 2023

Current Allocation



Target Allocation



Asset Allocation on June 30, 2023

	Actual	Actual	Target
Global Equity	\$91,132,030	48.3%	47.0%
Natural Resources	\$5,719,943	3.0%	3.0%
Cash & Short-Term Bonds	\$317	0.0%	0.0%
Investment Grade Bonds	\$62,251,062	33.0%	34.0%
TIPS	\$14,545,469	7.7%	8.0%
High Yield Bonds	\$9,368,396	5.0%	5.0%
Bank Loans	\$5,658,237	3.0%	3.0%
<b>Total</b>	<b>\$188,675,454</b>	<b>100.0%</b>	<b>100.0%</b>



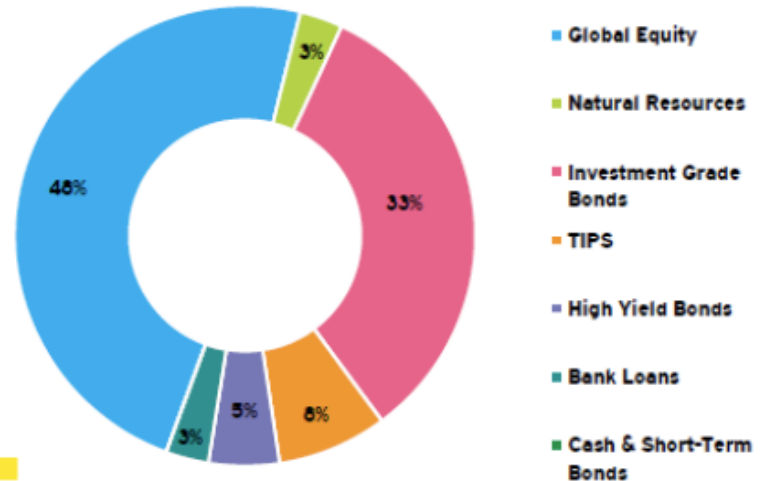
# TRUST STATEMENT, ANNUAL 6/30/2023

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

6/30/2023

Change in Portfolio - Fiscal Year 2023 Asset Allocation

Portfolio Value on 6/30/2022	29,472,085
Contributions	0
Withdrawals	0
Change in Market Value	1,486,489
Income Received	895,514
Portfolio Fees	(40,251)
<b>Portfolio Value on 6/30/2023</b>	<b>31,813,837</b>

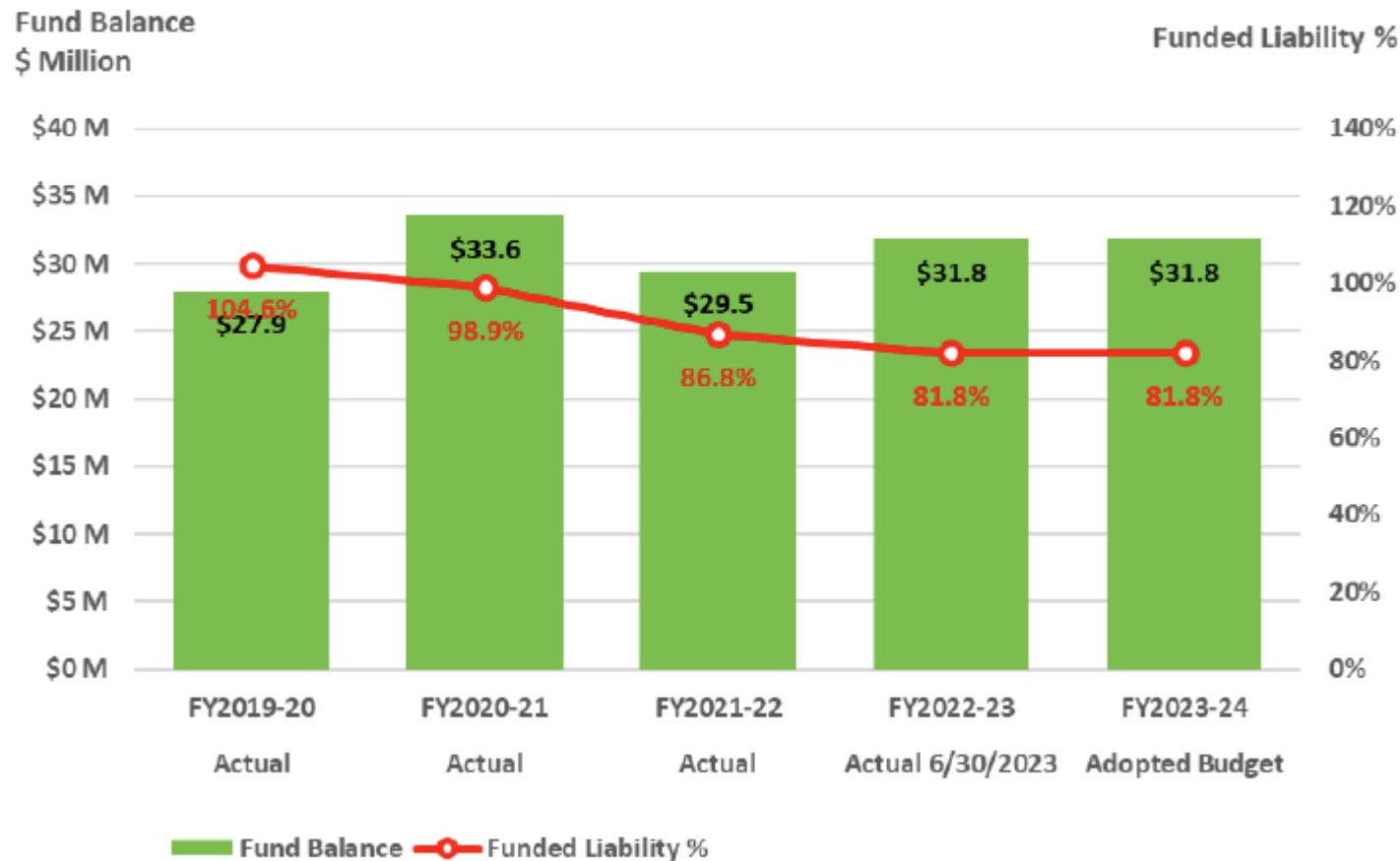


### Fiscal Year Performance

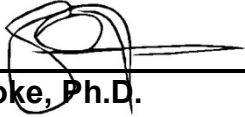
	Fiscal Year 2023 (%)	Fiscal Year 2022 (%)	Fiscal Year 2021 (%)	Fiscal Year 2020 (%)	Fiscal Year 2019 (%)	Fiscal Year 2018 (%)	Fiscal Year 2017 (%)	Fiscal Year 2016 (%)	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)
Mira Costa Community College District	7.9	-12.2	20.2	4.4	5.9	7.0	9.2	-0.9	2.7	11.9

# MCCD FUNDED LIABILITY % TREND

FUND BALANCE (ASSET VALUE) JUNE 30<sup>TH</sup>, FISCAL YEAR-END



**Note: Fund Balance & Funded Liability % based on asset market value and Actuarial GASB 75 interim report, 6/30/2023, fully funded liability \$38,869,372.**

<b>Subject:</b> Board Policy 2715 – Code of Ethics – Standards of Practice	<b>Attachment:</b> Board Policy 2715 – Code of Ethics – Standards of Practice
<b>Category:</b> Board Policies – Period Review	<b>Type of Board Consideration:</b> Information                  Consent                  Action ✓
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1                  ✓ Goal 2                  ✓ Goal 3                  ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

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

**STATUS**

A review of Board Policy 2715 – Code of Ethics – Standards of Practice has been completed and approved by College Council. The policy is now presented for a periodic review and adoption by the board of trustees.

There is not an Administrative Procedure 2715.

**RECOMMENDATION**

Adopt Board Policy 2715.

The members of the Board of Trustees of the MiraCosta Community College District pledge to perform their duties in accordance with their oath of office. They are an independent, policy-making body committed to serving the educational needs of all residents of the MiraCosta Community College District, and to carrying out their duties and responsibilities in accordance with the highest standards of ethical behavior. Ethical behavior is fundamentally defined as behavior that distinguishes right from wrong as measured by the accepted rules of conduct for a society and/or a profession.

Board Policy 2715, Code of Ethics/Standards of Practice, together with Board Policy 3050, Institutional Code of Ethics, shall constitute the ethical standard for members of the board in both the conduct of policy and in their relationships with the administration, staff, students, and the district community. Board Policy 2715, Code of Ethics/Standards of Practice, shall be reviewed at least annually to insure that it remains a vital document, and each member of the board will read and sign the code annually.

Within this ethical context and the board's obligation to the college's primary mission, each member of the board will adhere to the standards of practice described below.

Accordingly, individual board members will take responsibility for:

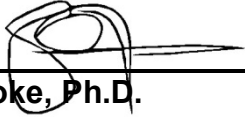
- A. Devoting an appropriate amount of time, thought, and study to their duties as community college board members so that they may render effective and creditable service.
- B. Staying informed about the responsibilities and duties of trusteeship.
- C. Working with companion board members in a spirit of harmony and cooperation despite any differences of opinion that may arise during vigorous debate of issues and treating fellow board members with respect and civility.
- D. Basing all decisions on all the available facts in each situation, voting with honest conviction in every case, ~~unswayed~~ by partisan bias, and upholding and abiding by the final majority decision of the board.

**MiraCosta Community College District**

**Page 1 of 3**

Adoption History:	12/8/09, 1/21/15, 11/18/15
Periodic Review:	11/15/11, 10/16/12, 3/19/13, 12/10/13, 12/10/14, 12/9/15, 4/18/19, 10/20/22, <del>xx/xx/xx</del>
Reference Update:	11/14
References:	ACCJC Accreditation Standard IV.C.11 Brown Act, Government Code §§ 54859 et seq. Board Policy 2710, Conflict of Interest Board Policy 2815, Closed Sessions Board Policy/Administrative Procedure 3050, Institutional Code of Ethics
CCLC Update:	#9, 9/05; #25, 11/14
Steering:	S/P / N/A

- E. Remembering at all times that no member of the board has any legal authority outside the meetings of the board and that each member will conduct relationships with college staff, students, the local citizenry, and the media on that basis.
- F. Being aware that they are responsible to all residents in the MiraCosta Community College District and not solely to those who elected them, and exercising the authority delegated to them by the voters with as much care and concern for the least influential as for the most influential members of the community.
- G. Resisting every temptation and outside pressure to use their positions as community college board members to benefit either themselves or any other individual or agency apart from the total welfare of the MiraCosta Community College District and avoiding the perception of conflicts of interest.
- H. Recognizing that it is as important for the board to review and understand the educational program of the college as it is to plan for the business of the college operation.
- I. Bearing in mind under all circumstances that the board is legally responsible for the effective operation of the MiraCosta Community College District, that its primary function is to establish the policies by which the MiraCosta Community College District is to be administered, and that it shall hold the superintendent president and the superintendent/president's staff responsible for the administration of the educational program and the conduct of college business.
- J. Ensuring transparency by adhering to the law and spirit of open meeting laws and regulations.
- K. Welcoming and encouraging the active involvement of students, employees, and residents in the MiraCosta Community College District with respect to establishing policy on current college operations and proposed future developments, and for considering their views in board deliberations and decisions.
- L. Thoroughly understanding that all matters discussed or disclosed during a lawfully held closed session are confidential and that all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.
- M. Using appropriate channels of communication.
- N. Availing themselves of opportunities to enhance their potential as board members through participation in leadership and planning retreats, educational conferences, workshops, and training sessions offered by local, state, and national organizations.
- O. Being informed about the actions and positions of state and national community college trustee associations.

<b>Subject:</b> Board Policy 4040 – Library and Other Instructional Support Services	<b>Attachment:</b> Board Policy 4040 – Library and Other Instructional Support Services
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent                  Action ✓
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc.mission_statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b> ✓ Goal 1                  ✓ Goal 2                  ✓ Goal 3                  ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ 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 Board Policy 4040 – Library and Other Instructional Support Services have been completed and approved by College Council. The policy is now presented for second read and adoption by the board of trustees.

Administrative Procedure 4040 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 4040.

The district shall have library and instructional support services that are an integral part of the education program and will comply with the requirements of the Reader Privacy Act. Instructional support services include, but are not limited to, technology enhanced learning, a [math-science, technology, engineering, and math \(STEM\)](#) learning center, tutoring and academic support center, and a writing center.

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

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Adoption History:	1/19/10, 3/12/14, 8/17/16
Periodic Review:	10/15/20
Reference Update:	11/14, 1/15
References:	Education Code §78100 Civil Code §1798.90 ACCJC Accreditation Standard II
CCLC Update:	#20, 3/12; #25, 11/14
Steering:	AAC / AS

## Library

The primary aim of the library is to provide information literacy instruction (both in person and online) and a balanced collection of materials to support the curriculum.

### Library Collections

Library materials are acquired to serve these purposes:

- To be used by students in connection with courses
- To support instructors in preparing for teaching their courses
- To support college staff in professional duties
- To promote and support library users in general intellectual and cultural development, as well as to provide leisure reading, viewing, and listening

Librarians and discipline faculty share responsibility for selecting materials, in an appropriate format, for the library collection. As subject experts, discipline faculty should have significant input in the selection and examination of library materials within their subject areas. The librarians are responsible for maintaining a balance between various subject areas and between standard and current works.

The selection and evaluation of materials in a wide variety of formats will be based on curricular demands, recommendations of current professional review sources, and suggestions from members of the college community. Student requests are strongly encouraged, as they help to enrich and diversify the collection.

Gifts of library materials are welcome but are accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are given away. The library assumes no responsibility for appraisal or valuation of gift items.



## Library Exhibits and Displays

Library exhibits serve these purposes:

- To increase interest in library materials and their use
- To provide supplemental library opportunities for intellectual and aesthetic discovery
- To reflect the diversity of our curriculum and our community

The library is mainly responsible for curating its exhibits and displays, but will also consider requests to provide temporary/rotating space for academic departments, student groups recognized by the college, individual staff, faculty, administrators, and students, and community members or organizations that wish to sponsor an exhibit or display.

## Challenges to Library Materials or Exhibits

Materials and exhibits representing various viewpoints and supporting academic freedom are included in the library as a matter of routine. If the suitability of a particular material or exhibit is questioned, the specific objections should be submitted in writing to the dean, Instructional Services. The dean and Library department chair will review the submission and if the issue remains unresolved, the matter will be referred to the Academic Affairs Committee for review. The Academic Affairs Committee will forward their recommendation for action to the Academic Senate, who will in turn advise the superintendent/president on the disposition of the complaint. The Academic Senate will notify the complainant in writing of their decision.

## Equitable Access and Borrowing

The library will provide equitable access to library resources and services to all students, regardless of location, including online learners.

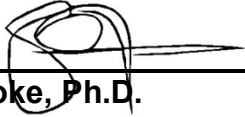
Faculty, staff, enrolled students, and those with emeritus/Gold Circle status may access and borrow materials with approved identification. Reciprocal borrowing privileges of physical library materials are available for the students of locally affiliated institutions with current identification from their home institutions. Area residents, including high school students, may borrow physical library materials with approved identification and the creation of a library account.

The MiraCosta College Library affirms the American Library Association Bill of Rights.

## **Academic Support and Tutoring Services**

The college offers multiple instructional support services to students enrolled in academic courses. These include computer labs, a Language Resource Center, a Science, Technology, Engineering, and Math (STEM) Learning Center, a Tutoring and Academic Support Center, and a Writing Center.

The MiraCosta College website contains information on their locations, services, and hours of operation.

<b>Subject:</b> Board Policy 4220 – Standards of Scholarship	<b>Attachment:</b> Board Policy 4220 – Standards of Scholarship
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent                  Action ✓
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1                  ✓ Goal 2                  ✓ Goal 3                  ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ 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 Board Policy 4220 – Standards of Scholarship have been completed and approved by College Council. The policy is now presented for second read and adoption by the board of trustees.

Administrative Procedure 4220 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 4220.

The superintendent/president shall establish procedures that establish standards of scholarship consistent with the provisions of title 5 sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050, et seq, and board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress ~~notice~~, ~~probation~~, academic and progress ~~separation~~, ~~dismissal~~, academic renewal, course repetition, limits on remedial coursework, and grade changes.

The procedures shall be described in the ~~MiraCosta~~ College catalog.

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

Adoption History: 5/5/09, 8/17/16, 11/19/20

 Periodic Review: 5/19/22, ~~05/xx/32~~

Reference Update: 4/16, 4/18

References: Education Code §70902(b)(3)

 Title 5, §§51002, 55020 et seq., 55031 et seq., 55040 and 55050 et seq  
 #28, 4/16; #32, 4/18

CCLC Update: #28, 4/16; #32, 4/18

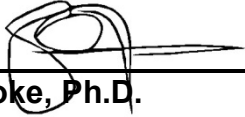
Steering: AAC/CPC / AS

Matters identified by Title 5 as standards of scholarship are grading practices, credit/noncredit options, credit for prior learning, standards for academic and progress notice and separation, remedial coursework, academic record symbols, grade changes, course repetition, academic renewal, probation and dismissal, and alternative methods of awarding credit. Authority and responsibility is delegated to the assistant superintendent/vice president, Instructional Services, and the Academic Senate as described in the policies and procedures on Collegial Governance and Participation in Local Decision Making (see Board Policy and Administrative Procedure 2510).

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

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Effective Date: 5/5/09, 10/1/20, 8/31/23  
Periodic Review: 5/12/15, 8/5/16, 4/21/22  
References: Education Code §70902 70902 subdivisions (b)(3) & (d);  
Title 5 Section 51002  
CCLC Update: –  
Steering: AAC/CPC / AS

<b>Subject:</b> Board Policy 4235 – Credit for Prior Learning	<b>Attachment:</b> Board Policy 4235 – Credit for Prior Learning
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent                  Action ✓
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1                  ✓ Goal 2                  ✓ Goal 3                  ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ 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 Board Policy 4235 – Credit for Prior Learning have been completed and approved by College Council. The policy is now presented for second read and adoption by the board of trustees.

Administrative Procedure 4235 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 4235.

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. The superintendent/ president shall establish administrative procedures to implement this policy.

The district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. The policy shall be posted on the college website and published in the college catalog.

See Administrative Procedure 4235.

Effective Date: 5/19/09, ~~1/8/16~~ 12/17/20, 5/19/22,  
~~12/3/20~~

Periodic Review: 5/18/16

References: Title 5, §55050 et  
~~den~~

CCLC Update: #14, 2/08, #36,  
~~4/20, #39, 10/21~~

Steering: AAC / AS

Credit for prior learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. CPL may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. An authorized assessment is a process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes set forth in the course outline of record. "Sufficient mastery" means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.

Students who are veterans or active duty members of the armed forces, who hold industry-recognized credentials, or who request credit for a course based on their prior learning will be referred to the college's appropriate authority for assessment upon completion of their educational plan.

Units earned for CPL cannot be counted for federal financial aid payment purposes but may be counted for pace of progression and maximum unit calculations.

#### Determination of Eligibility for Credit for Prior Learning

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to the student's prior learning and only for courses listed in the MiraCosta College Catalog.

Award of credit will be made to general education or program requirements when possible and to electives for students who do not require additional general education or program credits to meet their goals. Units for which credit is given shall not be counted in determining the 12 units in residence required for an associate degree.

#### Approved Methods for Awarding Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on any of the following standardized examinations: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- Evaluation of Joint Services Transcripts (JST).
- Satisfactory completion of an institutional examination, known as credit by exam, administered by discipline faculty.]

- Evaluation of industry-recognized credential documentation.
- Evaluation of a student portfolio or other assessment approved or conducted by designees of the college.

AP, IB, CLEP, JST, and credit by exam can be used by MiraCosta College to certify specific CSU and/or UC general education requirements.

#### A. Credit for Standardized Examinations

1. Advanced Placement (AP) Examination Program: MiraCosta College grants credit to high school students who attain scores of 3, 4, or 5 on AP exams administered by the College Entrance Examination Board. The Advanced Placement Guide published in the MiraCosta College Catalog identifies how specific AP exams can be used as CPL. (See Administrative Procedure 4236: Advanced Placement Credit.)
2. International Baccalaureate (IB) Examination Program: MiraCosta College grants credit toward the associate degree for most high level IB exams passed with a minimum score of 5. However, individual departments may also determine course equivalency. The International Baccalaureate Guide published in the MiraCosta College Catalog identifies how specific exams can be used as CPL. To receive credit, official IB transcripts must be on file in the Admissions and Records Office.
3. College Level Examination Program (CLEP): MiraCosta College grants credit for successful completion of certain CLEP general examinations and subject examinations with a minimum score of 50. The CLEP Guide published in the MiraCosta College Catalog identifies how specific exams can be used as CPL. To receive credit, official CLEP transcripts must be on file in the Admissions and Records Office.

#### B. Credit for U.S. Military Service/Training

MiraCosta College grants experience credit of three elective units for submission of any DD214, 295, or other military transcript. Additionally, active duty military personnel and U.S. military veterans may satisfy the Self-Development general education (GE) requirement from MiraCosta College's GE pattern (Plan A) or the California State University GE-Breadth pattern (Plan B) through submission of a military transcript.

Military service school training will be evaluated and awarded associate degree credit in accordance with the recommendations contained in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces. In most circumstances, the units awarded will be elective credit. Students may also receive credit for USAFI/Dantes subject standardized tests and USAFI courses by submitting an official transcript to the Admissions and Records Office. Students should submit a verified copy of their DD214/military transcript to the Admissions and Records Office for evaluation.

#### C. Credit by Exam



Credit by exam is a process whereby discipline faculty administer a locally developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that course. The determination to offer credit by exam rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit will be granted.

Credit by exam will be offered only under the following conditions:

1. A departmental or program credit by exam policy is on file with Student Services.
2. An instructor designated by the department eligible to give credit by exam in the course and agrees that the credit examination is appropriate. The instructor is responsible for selecting an appropriate exam.
3. The student must be currently enrolled at the college and in good standing (see Administrative Procedure 4250: Academic and Progress Notice).
4. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
5. The deadline for returning a completed CPL Assessment petition to the Admissions and Records Office is the thirty (30) percent deadline of a regular semester or the third week of classes during summer intersession.
6. Students have until the seventy-five (75) percent deadline to withdraw their intent to take the exam in writing to the Admissions and Records office; after that, they must take the exam or they will automatically be issued a grade of "F."
7. Credit by exam will not be offered for a course the student is currently enrolled in or for a course that is a prerequisite to a more advanced course in the same subject for which the student has already received college credit.
8. A maximum of 15 units will be granted as credit by exam at MiraCosta College. Note: This does not include credit for standardized examinations
9. Credit by exam will reflect on the student's permanent record.
10. Credits acquired by examination are not applicable to meeting unit-load requirements for purposes of financial aid, Selective Service deferment, Veterans, Veterans benefits, or Social Security benefits.

#### **D. Credit Using Industry-Recognized Credentials**

The determination to offer CPL using industry-recognized credential documentation rests solely on the discretion of the discipline faculty. Students shall receive credit if the

discipline faculty who normally teach the course for which credit is to be granted determine the industry certification adequately measures mastery of the course outcomes as set forth in the course outline of record.

Students who wish to demonstrate proficiency in a course eligible for CPL using industry certification and receive college credit must file a CPL Assessment petition to the Admissions and Records Office by thirty (30) percent deadline of a regular semester or the third week of classes during summer intersession.

#### **E. Credit Using Other Assessments**

The determination to offer CPL using other types of assessment rests solely on the discretion of the discipline faculty. The nature and content of other types of assessment, such as student portfolios or skills demonstrations, shall be determined by faculty in the discipline who normally teach the course for which credit is to be granted. Students shall receive credit if the faculty determine that the assessment adequately measures sufficient mastery of the course outcomes as set forth in the course outline of record.

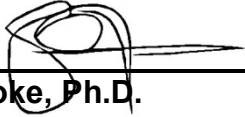
Students who wish to demonstrate proficiency in a course eligible for CPL and receive college credit using a faculty-approved assessment method must file a CPL Assessment petition to the Admissions and Records Office by the Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

#### **Prior Learning Assessment Grading Policy**

- A. Grading shall be according to the regular grading system in accordance with AP 4230: Grading and Academic Record Symbols.
- B. Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232: Pass/No Pass, if that option is ordinarily available for the course.
- C. Students shall be given the opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to AP 4230: Grading and Academic Record Symbols and AP 4231: Grade Changes.

#### **Transcription of Credit for Prior Learning**

The student's academic record shall be clearly annotated to reflect that credit was earned by an assessment of prior learning. Credit earned through an advanced placement exam will be specifically notated as such.

<b>Subject:</b> Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification	<b>Attachment:</b> Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent                  Action ✓
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1                  ✓ Goal 2                  ✓ Goal 3                  ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ 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 Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification have been completed and approved by College Council. The policy is now presented for second read and adoption by the board of trustees.

Administrative Procedure 4250 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 4250.

Academic and Progress Probation Notice

Academic Notice - A student shall be placed on academic probation notice if they have attempted a minimum of 12 semester units resulting in an evaluative grade and has a grade-point average of less than a "C" (2.0).

A student on academic notice shall be removed from academic notice when the student's accumulated grade-point average is 2.0 or higher.

Progress Notice - A student shall be placed on progress probation notice if a) they have attempted a total of at least 12 semester units, and b) if fifty (50) percent or more of these attempted units resulted in grades of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit, or "NP"-no pass (NP). A student who is placed on progress probation notice may submit an appeal to the Committee on Exceptions in accordance with following procedures to be established by the superintendent/president.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation notice shall be removed from progress probation notice when the percentage of units in the categories of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit (NC), or "NP"-no pass (NP) drops below fifty (50) percent.

Academic and Progress Dismissal Separation

Academic Separation - A student who is on academic probation notice shall be placed on academic subject to dismissal separation if the student's cumulative grade-point average in all units attempted remains below a 2.0 for a second consecutive semester.

Progress Separation - A student who is on progress probation notice shall be subject to placed on progress dismissal separation if the percentage of units attempted in which grades of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit (NC), or "NP"-no pass (NP) remains at or above fifty (50) percent for a second consecutive semester.

A student who is subject to academic and/or dismissal separation may submit a written appeal petition to the Committee on Exceptions in compliance with administrative procedures. Dismissal/Academic and/or progress eparation separation may be postponed/postponed, and the student continued on academic and/or progress probation notice if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

Adopted: 6/2/09, 6/25/14, 11/15/18  
References: Education Code §70902(b)(3)  
Title 5, §§55030 to §55034  
V.A. Chapter 34 Regulations 3474 and 3524  
CCLC Update: #26, 4/18  
Steering: AAC/AS

### **Readmission or Reinstatement**

A student who ~~has been placed on academic or progress separation~~ dismissed may be reinstated when the student:

- A. Does not attend for one semester.
- B. Consults with a counselor to determine whether the reasons that led to the academic and/or progress dismissal ~~separation~~ have been corrected sufficiently to enable improved performance.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The superintendent/president shall develop procedures for ~~the implementation of implementing this this policy~~ that complies with the Title 5 requirements.

### **Disqualification from Loss of Veterans Administration Educational Benefits**

Veterans Administration regulations require that a student or other eligible persons lose their educational assistance benefits ~~to veterans and other eligible persons be discontinued~~ when the student ceases to make satisfactory progress toward ~~completion of~~ completing his or her ~~their~~ training objective.

See Administrative Procedures 4250 and 4255, ~~Disqualification and Dismissal.~~

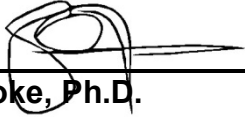
This administrative procedure applies to college-credit students only.

- A. Academic Notice – A student shall be placed on academic notice if they have attempted a minimum of twelve (12) semester units resulting in an evaluative grade and a grade-point average of less than a 2.0.
- B. Progress Notice – A student shall be placed on progress notice if they have attempted a total of at least twelve (12) semester units and fifty (50) percent or more of the units attempted resulted in grades of withdrawal (W), incomplete (I), or no pass (NP).
- C. Academic and Progress Notice is calculated for the spring and fall semesters based on the student's enrollment after the deadline to drop without a "W". Summer grades are included in overall calculations for the spring and fall semesters. Academic and Progress Notice is posted on the student's permanent record.
- D. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and/or progress notice in a timely manner. Upon notification of academic and/or progress notice, the student shall be directed to see a counselor before the next registration period to discuss ways in which the student can improve their academic standing. Information on support services and appeal procedures will be included in the notification.
- E. A student who is placed on academic or progress notice may submit an appeal to the Committee on Exceptions.

- P. Striving to provide the most effective community college board service of which they are capable, and doing so in a spirit of teamwork and devotion that acknowledges public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
- Q. Providing board direction and priorities during budget development.

All board members must maintain the highest standards of conduct and ethical behavior and adhere to the board's code of ethics. The board will promptly address any violation by a board member or members of the code of ethics in the following manner:

The superintendent/president and governing board president are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including, but not limited to, conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the district attorney or attorney general as provided for in law. Violation of Board Policy 2715, Code of Ethics/Standards of Practice, will be addressed by the board president, who will first discuss the violation with the board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, an ad hoc ethics committee may be appointed to examine the matter and recommend further courses of action to the board. The committee will consist of one member appointed by the board president and one by the board vice president, neither appointee to be the president or vice president. If the board member alleged to have violated this policy is the board president and/or vice president, the board members not subject to the complaint may appoint the committee member(s) by consensus. The committee will initiate a thorough, fact-finding process regarding the complaint, including an interview with the member in question, and report its findings and recommendations to the board. If the board determines the member did not violate Board Policy 2715, the board will conclude the process. If the board determines that the member violated Board Policy 2715, the unaffected board members, in consultation with legal counsel, will determine the appropriate sanctions, which may include censure of the board member.

<b>Subject:</b> Board Policy 2200 – Board Duties and Responsibilities	<b>Attachment:</b> Board Policy 2200 – Board Duties and Responsibilities
<b>Category:</b> Board Policies – First Read	<b>Type of Board Consideration:</b> ✓ Information          Consent          Action
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1          ✓ Goal 2          ✓ Goal 3          ✓ Goal 4
	<b>Approved for Consideration:</b>  _____ 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 Board Policy 2200 – Board Duties and Responsibilities have been completed and approved by College Council. The policy is now presented for a first read by the board of trustees.

There is not an Administrative Procedure 2200.

**RECOMMENDATION**

For information only.



The Board of Trustees is authorized by statutes of the state of California to establish, maintain, operate, and govern one or more community colleges in accordance with all the applicable laws and the Constitutions of California and the United States. In so doing, the board may initiate and carry on any program or activity, or may otherwise act in any manner that is not in conflict with, inconsistent with, or preempted by any law that does not conflict with the purposes for which community college districts are established, and that supports the mission of the MiraCosta Community College District.

Following are specific fiduciary duties and responsibilities of the board:

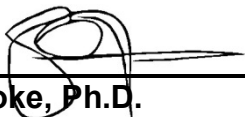
- A. Represent the public interest.
- B. Hire and evaluate the superintendent/president.
- C. Delegate power and authority to the superintendent/president to effectively lead the district.
- D. Establish policies that ensure the district operates in an equity-minded and anti-racist manner.
- E. Establish policies for, and approve, current long-range academic and facilities plans and programs and promote orderly growth and development of the college.
- F. Establish policies for and approve courses of instruction and educational programs.
- G. Establish academic standards, ~~progress notice~~probation and ~~progress separation~~dismissal and readmission policies, and graduation requirements consistent with minimum standards adopted by the Board of Governors. Award degrees, certificates and diplomas to students upon completion of prescribed courses or curriculum.
- H. Employ and assign all personnel, consistent with minimum standards adopted by the Board of Governors, and, in keeping with statutory guidelines, establish employment practices, salaries, and benefits for all employees. Following applicable due process guidelines, terminate the employment of any employee when, in the board's judgment, the best interests of education in the district so require.

MiraCosta Community College District

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Adoption History:	4/7/09, 11/18/15, 10/21/21, <del>xxx/xxx/xxx</del>
Reference Update:	11/14
References:	Education Code § 70902(b)(7) Title 5, §§ 53200 et seq. (Academic Senate), 51023.5 (staff), 51023.7 (students) Accrediting Commission for Community and Junior Colleges Accreditation Standard IV
CCLC Update:	#25, 11/14
Steering:	S/P / N/A

- I. To the extent authorized by law, determine and control the district's operational and capital outlay budget. Assure that public funds are spent prudently and legally. Determine, if appropriate, the need for elections for override tax levies and bond measures and authorize the calling of such elections.
- J. Manage and control district property; contract for the procurement of goods and services as authorized by law.
- K. Establish procedures that are consistent with minimum standards adopted by the Board of Governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance.
- L. Establish rules and regulations governing student conduct.
- M. Establish student fees that are required by law and, in its discretion, fees it is authorized by law to establish.
- N. Receive gifts, grants, and scholarships on behalf of the college and its students.
- O. Within the framework provided by law, determine the district's academic calendar, including holidays it will observe.
- P. Hold and convey property for the use and benefit of the district. Acquire by eminent domain any property necessary to carry out the powers or functions of the district.
- Q. Annually review and approve the district's deferred maintenance plan and five-year capital outlay plan.
- R. Participate in the consultation process established by the Board of Governors for the development and review of policy proposals.
- S. Provide policy direction for the district while delegating administrative authority to the superintendent/president as chief executive officer.
- T. Review and evaluate the performance of the superintendent/president on an annual basis pursuant to Board Policy 2435, Evaluation of Superintendent/President.
- U. Review and evaluate its own performance on an annual basis.

<b>Subject:</b> Board Policy 6400 – Financial Audits	<b>Attachment:</b> Board Policy 6400 – Financial Audits
<b>Category:</b> Board Policies – First Read	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Information</span> <span style="text-align: center;">Consent</span> <span style="text-align: center;">Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Goal 1</span> <span style="text-align: center;">✓ Goal 2</span> <span style="text-align: center;">✓ Goal 3</span> <span style="text-align: center;">✓ Goal 4</span> </div>
	<b>Approved for Consideration:</b> <div style="text-align: center; margin-top: 10px;">   <hr style="width: 100%;"/> </div> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

**BACKGROUND**

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

**STATUS**

Edits to Board Policy 6400 – Financial Audits have been completed and approved by College Council. The policy is now presented for a first read by the board of trustees.

Administrative Procedure 6400 is provided for your reference only.

**RECOMMENDATION**

For information only.

In the event any external or internal audit identifies any deficiency, the superintendent/president or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate the audit finding is invalid or does not warrant action.

#### External Audit

On or before ~~May~~ April 1 of the fiscal year preceding the fiscal year to be audited, the board of trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the district. The audit shall identify all expenditures by source of funds and shall contain the following:

- A. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code section 84040.5 and Title 5, section 59102.
- B. A summary of audit exceptions and management recommendations.

The District shall file an Aaudit reports for the preceding fiscal year must be submitted to with the State-California Community Colleges Chancellor's Office, and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than ~~by~~ December 31, unless this date is extended by the California Community Colleges Chancellor's Office. The annual district audit must be presented to the board for information.

#### Internal Audit

The superintendent/president or vice president, administrative services may call for an audit whenever the best interest of the district will be served. The vice president of business and administrative services and their designee may independently audit any district account, including student organization and bookstore accounts and the revolving cash funds. Audit adjustments must be recorded in the accounting system and are to be reflected on the subsequent year's CCFS-311. District internal audits must be presented to the board for information.

#### MiraCosta Community College District

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Effective Date: 11/17/09, 11/22/11, 2/1/18, 8/16/18

References: Education Code §§84040.5, 81644  
Title 5, §59102

Reference Update: ACCJC Accreditation Standard III.D.7  
4/15, 10/17  
CCLC Update: #26, 4/15; #31, 10/17, #42, 4/23  
Steering: S/P / N/A

In the event any external or internal audit identifies any deficiency, the superintendent/president or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate the audit finding is invalid or does not warrant action.

#### External Audit

On or before May 1 of the fiscal year preceding the fiscal year to be audited, the board of trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the district. The audit shall identify all expenditures by source of funds and shall contain the following:

- A. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code section 84040.5 and Title 5, section 59102.
- B. A summary of audit exceptions and management recommendations.


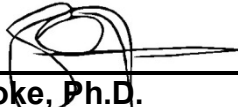
Audit reports for the preceding fiscal year must be submitted to the State Chancellor's Office by December 31. The annual district audit must be presented to the board for information.

#### Internal Audit

The superintendent/president or vice president, administrative services may call for an audit whenever the best interest of the district will be served. The vice president, administrative services and their designee may independently audit any district account, including student organization and bookstore accounts and the revolving cash funds. Audit adjustments must be recorded in the accounting system and are to be reflected on the subsequent year's CCFS-311. District internal audits must be presented to the board for information.

#### MiraCosta Community College District

Effective Date: 11/17/09, 11/22/11, 2/1/18, 8/16/18  
 References: Education Code §§84040.5, 81644  
 Title 5, §59102  
 ACCJC Accreditation Standard III.D.7  
 Reference Update: 4/15, 10/17  
 CCLC Update: #26, 4/15; #31, 10/17  
 Steering: S/P / N/A

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

Equal Employment Opportunity (EEO) Plan

The EEO Plan has a new process being implemented for the first time this year. The new process includes submitting a draft EEO Plan to the California Community Colleges Chancellor’s Office (CCCCO) for their review. The EEO Plan was drafted by Human Resources and the EEO Advisory Committee was consulted in its development.

This month, the district submitted the draft EEO Plan to the CCCCCO. The CCCCCO is expected to return comments back to the district in January 2024. These comments will be reviewed by the district when finalizing the EEO Plan, which will be submitted to the district’s board of trustees for their consideration and approval. For the two years following approval, the district is required to submit a certification of implementing multiple methods of EEO practices and strategies used and a report on activities proposed in the EEO Plan to the CCCCCO.

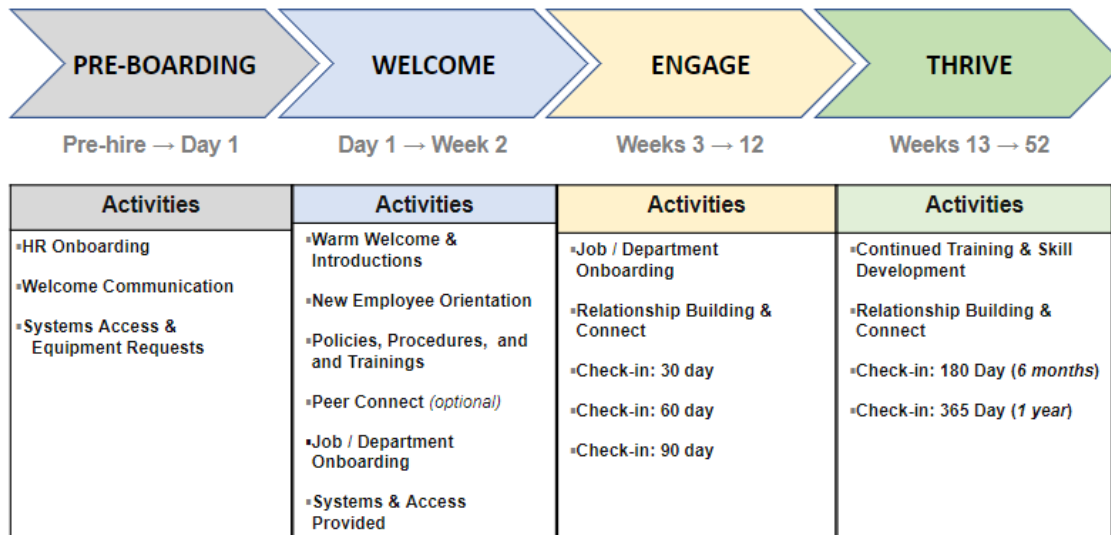
Highlights of the EEO Plan include new categories of data for additional analysis. One category analyzed was to identify any adverse impacts in the hiring process for race/ethnicity and gender (monitored groups) in specific EEO categories. Another category analyzed was to identify any underrepresentation regarding the demographic of the district’s workforce compared to the demographic of the community. Conducting these analyses allows the district to develop specific goals and action plans in various areas in the hiring process, and retainment of employees, that includes pre-hire, hire, and post-hire areas. They include policy review, targeted outreach, job announcement design, application review, interview questions, hiring committee compositions, hiring committee training, onboarding program, surveys, and exit interviews.

## EEO Grant Onboarding Project

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 also 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 draft program outline that includes four phases of onboarding including pre-boarding, welcome, engage, and thrive phases for the duration of one year with activities for each phase as shown below.

### **PROGRAM OVERVIEW:** The MiraCosta New Employee Onboarding Journey



The project team and workgroup are scheduled to complete the development of the new employee orientation through January 2024. In spring, 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. In fall 2024, the program will be scaled up to all areas of the college.

### Professional Development

A professional development steering committee is 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. With the assistance of learning coaches from Achieving the Dream, the committee has researched various models and has started to outline a framework for supporting an employee’s professional experience at any point during their career and possible resources that would assist in its development and implementation.

## COVID-19 and Safety

The district discontinued its employee vaccine mandate on July 6, due to updated public health guidance from county, state, and federal organizations.

Cal/OSHA regulations still require certain testing and exposure rules for employees. There are no testing and exposure regulations for students or the general public; however, Risk Management and Health Services are still providing isolation and exposure guidance to students when notified of positive tests.

COVID-19 cases, positivity percentage, and wastewater detection in the county peaked in the first week of September and have been lowering since then. The number of employee cases reported at the district since the start of the fall semester is comparable to last year. There have been no Worker's Compensation cases due to COVID-19.

The district continues to have CDC-approved masks available; additionally, respirators are available for employees. Risk Management maintains a COVID-19 rapid antigen test supply for employees exposed on campus. Health Services no longer has tests for students but offer guidance for how to obtain testing. The district has also maintained MERV13+ enhanced ventilation and nightly cleaning by the custodial department.