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

MINUTES OF REGULAR MEETING **May 20, 2021**
(*Approved June 17, 2021)*

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, May 20, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:03 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
William Fischer	Jacqueline Simon
George McNeil	Kristina Quandt (Student Trustee)

Administrators present:
Superintendent/President Sunny Cooke
Vice President Diane Dieckmeyer
Vice President Tim Flood
Vice President Charlie Ng
Vice President Alketa Wojcik

III. APPROVE MEETING MINUTES

A. Regular Meeting and Special Meeting/Closed Session of April 15, 2021

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the regular meeting and special meeting/closed session of April 15, 2021, were approved.

Vote:	7/0
Aye:	Broad, Cassar, 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. Program Review Mechanics and Impact

Vice President of Administrative Services Tim Flood, Dean of Research, Planning and Institutional Effectiveness Christopher Tarman, and Mathematics faculty and IPRC Co-Chair Polo Mariscal provided an overview of the Program Review process and mechanics.

B. DEI/EEO and Employee Demographics

Vice President Charlie Ng provided an update on the progress of the district's equal employment opportunity practices with respect to the EEO Plan, multiple measures, and the EEO Advisory Committee.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Hourly Rates for Music Composer
C. Adopt Annual Resolutions Authorizing Designated Agents
D. Approve Curriculum for 2021/22 Catalog, Part IV
E. Approve Summer 2021 Annual Program Components for OUSD CCAP Dual Enrollment Program
F. Approve Updated Course Agreement with Cathedral Catholic High School for Summer 2021 Dual Enrollment Program
G. Approve Updated Course Agreement with Cathedral Catholic High School for the Fall 2021 and Spring 2022 Dual Enrollment Program
H. Approve Two-Year Agreement with CliftonLarsonAllen LLP for Internal Audit Services
I. Ratify Purchase of Sanitizing Equipment in Preparation for Fall 2021 Return
J. Adopt Resolution No. 12-20/21 Education Protection Account
K. Ratify Budget Transfers/Revisions
L. Ratify and Approve Contracts and Purchase Orders March 20 – April 23, 2021

Consent Items K and L were pulled for discussion.

By motion of Trustee Pedroza, seconded by Trustee Merchat, consent items A through J were approved.

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

By motion of Trustee Broad seconded by Trustee Simon, consent items K and L were approved.

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

VIII. ACTION ITEMS

A. Adopt Resolution No. 15-20/21 to Declare April as Diversity, Equity, and Inclusion Awareness Month

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Resolution No. 15-20/21, declaring April as Diversity, Equity, and Inclusion Awareness month.

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

B. Approve Equal Employment Opportunity Plan and Equal Employment Opportunity Fund Multiple Method Allocation Certification Form

By motion of Trustee McNeil seconded by Trustee Merchat, the board approved the Equal Employment Opportunity Plan and the Equal Employment Opportunity Fund Multiple Method Allocation Certification form.

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

C. Adopt Resolution No. 11-20/21: Authorize Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board adopted Resolution No. 11-20/21: authorizing procurement of chemistry kits from Carolina Biological Supply Company as a single source procurement for the Chemistry department and authorized the director of purchasing and material management to proceed with the procurement from Carolina Biological Supply Company, as stated.

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

D. Approve Emeritus Status for Full-Time and Associate Faculty Members

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved emeritus status for full-time faculty retirees Jonathan Cole, Margaret Essman, Anna O'Cain, Keith Meldahl, June Porto, Roberta Rosen, Jeffrey Uhlik, and Louisa Moon and associate faculty retirees Michael Byron, Susanne Concors, and Sarah Lopez.

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

E. Approve Gold Circle Club Membership for Retired Classified Employees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved Gold Circle membership for classified retirees Kathryn Brown, Gilbert Good, David Montague, Michael Nolte, Robert Royal, Fredric Steffy, Margaret Stroika, and Kathleen VanPelt.

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

IX. BOARD POLICIES – PERIODIC REVIEW (Action Required)

A. Board Policy 2410 – Board Policies/Administrative Procedures

By motion of Trustee Merchat seconded by Trustee McNeil the board approved the periodic review and adopted Board Policy 2410 – Board Policies/Administrative Procedures.

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

B. Board Policy 2435 – Evaluation of Superintendent/President

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 2435 – Evaluation of Superintendent/President.

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

C. Board Policy 5140 – Disabled Students Programs and Services

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the periodic review and adopted Board Policy 5140 – Disabled Students Programs and Services.

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

D. Board Policy 3518 – Child Abuse and Mandated Reporting

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the periodic review and adopted Board Policy 3518 – Child Abuse and Mandated Reporting.

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

E. Board Policy 7210 – Academic Employees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 7210 – Academic Employees.

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

X. BOARD POLICIES – SECOND READ (Action Required)

A. Board Policy 3515 – Reporting of Crimes

By motion of Trustee McNeil seconded by Trustee Fischer, the board adopted Board Policy 3515 – Reporting of Crimes.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None
Absent: None

B. Board Policy 6750 – Parking

By motion of Trustee Broad, seconded by Trustee Merchat the board adopted Board Policy 6750 – Parking.

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

C. Board Policy 6800 – Occupational Safety

By motion of Trustee McNeil seconded by Trustee Fischer the board adopted Board Policy 6800 – Occupational Safety.

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

D. Board Policy 7600 – College Police Department

By motion of Trustee McNeil seconded by Trustee Broad the board adopted Board Policy 7600 – College Police Department.

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

XI. BOARD POLICIES – FIRST READ

A. Board Policy 5210 – Communicable Disease (for students)
B. Board Policy 7240 – Confidential Employees
C. Board Policy 7330 – Communicable Disease (for employees)

Proposed edits to Board Policies 5210, 7240, and 7330 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

XII. INFORMATION

A. Third Quarter Fiscal Report

The Third Quarter Fiscal Report was reviewed.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Broad attended several year-end celebrations, including the Mana Celebration and the Black Student Success Week presentations. He also attended the Trustee Fellowship meeting and the Chancellor's webinar on entrepreneurship. Trustee Fischer attended the Black Student Success Week presentations, the final PADEI meeting of semester, and the RAFFY Ceremony. Trustee Merchat attended the UMOJA Celebration and the Black Student Success Week presentations. Trustee McNeil attended many of the year-end celebrations, including the Child Development Center's year-end virtual event. Trustee Pedroza attended the Trustee Fellowship meeting and the Police Advisory Committee meeting. Trustee Simon attended the Black Student

Success Week presentations, the play “14”, and the UMOJA and RAFFY Celebrations. President Cassar reported that he attended many of these same events including the SDICCCA meeting and today’s Drive of Champions event. In honor of Classified Appreciation Week, he thanked all classified staff for their work throughout the year, and thanked Student Trustee Kristina Quandt for her service on the board over the past year. The board presented her with a certificate for her leadership and service.

B. Students

Student Trustee Kristina Quandt thanked everyone she has worked with in her student trustee position over the past year. She appreciates all who have guided her. She noted that even though all of the meetings were held virtually, she still grew as a student leader.

C. Classified Employees

Classified Senate President Carl Banks thanked everyone for acknowledging Classified Employee Week, including President Cooke and the executive management team for the lunch that was served on campus this past Monday. He also acknowledged Dr. Huyck and the Public Information Office (PIO) for their hard work in putting the events of the week together. The Classified Senate is currently working on an MOU with the confidential employees, committee appointments, onboarding the incoming senate members, and planning for their annual retreat in July.

D. Faculty

Academic Senate President Luke Lara thanked the board for sharing their involvement in the college, especially with events during this time of the year. He said that faculty, staff, as well as students appreciate their presence and engagement at these celebration events, and also at events throughout the year. He also gave a shout out to his colleagues in the computer science department for their involvement in a recent story published in the Community College Daily regarding opening the pathways to computing for women of color.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer thanked all classified professionals, and especially the professional staff with whom she works directly, noting they are a small but mighty team getting so much done “behind the scenes.”

2. Student Services

Vice President Wojcik echoed Dr. Lara’s comments regarding the board’s visibility and their attendance at so many events. Students really appreciate seeing them and their involvement. She also reported the Help Hut started this past month, where student ambassadors, both past and present, help students and their families that are on campus and have questions.

3. Administrative Services

Vice President Flood thanked all classified staff in administrative services and across the district for their outstanding work, as well as the board facility liaison members for their continued guidance and help with the Measure MM Bond Program.

4. Human Resources

Vice President Ng thanked classified professionals across the district for the work they do all year, and he recognized the Human Resources and Payroll teams for

their tremendous work in implementing all of the new programs and ensuring the systems are running smoothly.

F. Office of the President

Superintendent/President Cooke recognized all classified professionals during this classified professionals' week and acknowledged the work they do all year long. She recognized her assistants Jeanne Koschwanez and Julie Bollerud for their work on the recent luncheon for classified, as well as the PIO staff for creating marketing materials for the event. Additionally, Cooke noted the good work of PIO that will be seen around town on buses and billboards to help recruit and re-engage students.

RPIE staff, among many other projects, have been busy with evaluations for both the board and herself, and one last survey is being sent to students about their experiences at MiraCosta College. Unfortunately, the Advancement Office was not able to find a replacement for the associate vice president position, and another search will be held. This summer, a few donor events are being planned and she recognized and thanked the staff in the Advancement Office and Kristen Huyck for their work in keeping things running smoothly. Dr. Cooke said it has been a delight to work with Carl Banks and Luke Lara, and she is happy to work with them both for one more year. She thanked all faculty, staff, and administrators for their leadership and service this past year. And, finally, she congratulated all students on their graduation.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

I. DECLARE NEED FOR CLOSED SESSION

At 6:30 p.m., the board announced the need to enter closed session, along with Superintendent/President Sunny Cooke, Vice President Charlie Ng, and legal counsel, to discuss the following topics:

A. Conference with Legal Counsel

Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- JPA 37-2020-00027243

B. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All

C. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)
Title: superintendent/president

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

At 7:55 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel

Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- JPA 37-2020-00027243

No action taken.

B. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All
No action taken.

C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president
No action taken.

XV. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

MINUTES APPROVAL:

Richard Cassar Board President	Sunita V. Cooke, Ph.D. Superintendent/President