



## **MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

### **MINUTES OF REGULAR MEETING**

**DECEMBER 18, 2025  
(APPROVED JANUARY 22, 2026)**

#### **I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, December 18, 2025, in the Boardroom on the Oceanside Campus. President Cassar called the meeting to order at 4 p.m.

#### **II. FLAG SALUTE / ROLL CALL**

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

Ann Crosbie

Frank Merchat

Anna Pedroza

Board Members absent:

Jackie Simon

Federico Caion Demaestri (Student Trustee)

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President Elba Gomez

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Alketa Wojcik

#### **III. BOARD ORGANIZATIONAL ACTION**

##### **A. Election of Officers**

##### **1. President**

Trustee Cassar nominated Trustee Clendening for president of the board of trustees for 2026. The nomination was declined.

By motion of Trustee Clendening, seconded by Trustee Conklin, Frank Merchat was nominated, the nomination was accepted, and he was elected as president of the board of trustees for 2026.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: None

Absent: Simon

## **2. Vice President**

By motion of Trustee Cassar, seconded by Trustee Merchat, Raye Clendening was elected as vice president of the board of trustees for 2026.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: None

Absent: Simon

## **3. Board Secretary and Assistant Board Secretary**

By motion of Trustee Clendening, seconded by Trustee Merchat, Dr. Sunita Cooke was elected secretary of the board of trustees, and Julie Bollerud as the assistant secretary of the board of trustees to serve until the 2026 organizational board meeting.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza,

Abstentions: None

Absent: Simon

## **B. Fix Dates, Times, and Locations of 2026 Board Meetings**

By motion of Trustee Clendening, seconded by Trustee Conklin, the 2026 board meeting schedule was approved, as presented. Regular meetings will begin at 4 p.m.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Nay: None

Absent: Simon

## **IV. APPROVE MEETING MINUTES**

### **A. Workshop of November 6, 2025**

### **B. Special Meeting/Closed Session of November 20, 2025**

### **C. Regular Business Meeting of November 20, 2025**

By motion of Trustee Conklin, seconded by Trustee Clendening, the board approved the minutes of the special meeting/workshop session of November 6, 2025, the special meeting/closed session of November 20, 2025, and the regular business meeting of November 20, 2025 .

Vote: 5/0/1

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat

Abstentions: Pedroza

Absent: Simon

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

Student Accessibility Services (SAS) Coordinator Michelle Farnum introduced Misty, a devoted guide dog housed in SAS to support students.

## **VI. CHANGES IN AGENDA ORDER**

## **VII. PRESENTATIONS**

### **A. Foundation Overview and FY2025 Accomplishments**

Vice President of Institutional Advancement Shannon Stubblefield provided a recap of the Office of Advancement, highlighting key accomplishments of the Foundation over the past year. The presentation also included an overview of the institutional advancement structure, offering insight into how advancement, fundraising, and

engagement efforts are organized to support the college's mission and long-term goals, as well as the importance of engaging the community in support of the college.

The college and its programs greatly benefit from the Foundation's assistance. The assistance includes 47 percent direct student support of \$1,442,872 through scholarships, the food pantry, and other supports to help students persist through a successful academic career. Direct support for students is expected to continue in 2026, and it will be elevated through a new gift called the Sunny Futures Fund, with a kickoff fundraising event taking place on June 13, 2026.

The board applauded the building of a cohesive Foundation and Advancement team over the last several years.

## **B. Facilities Update**

Assistant Superintendent/Vice President of Administrative Services Elba Gomez reviewed the district's capital construction program funded through Measure MM, the general obligation bond approved by voters in November 2016 with 62.39 percent support. Measure MM authorized \$455 million to implement projects identified in the 2016 Facilities Master Plan Update. Additional funding sources include Fund 41 Capital Construction, Lease Revenue Bonds, State Scheduled Maintenance, grants, and other resources. Gomez has been working with the San Diego County Taxpayer Association, from which the district has continued to be awarded an A+ rating.

Gomez, along with district staff and partners from Kitchell, presented a comprehensive progress update that included:

- Overall program status and budget information
- Community Learning Center project completions and planning status
- San Elijo Campus project completions and planning status
- Oceanside Campus project completions and planning status
- Local Hire and Small/Highly Underutilized Business Enterprise contract awards and values

## **VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Classification of New Positions, Job Descriptions, and Salary Range**
- C. Approve Out-of-Country Travel**
- D. Approve Spring 2026 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program**
- E. Approve Updated Course Agreement with Carlsbad Unified School District for the Spring 2026 Dual Enrollment Program**
- F. Approve Updated Course Agreement with San Dieguito Union High School District for the Spring 2026 Dual Enrollment Program**
- G. Approve Sabbatical Leave Recommendations for FY 2026/27**
- H. Approve FF&E Purchase of Dell Computers for the 3000 Series Building Computer Classrooms (OCN)**
- I. Approve Partial Guaranteed Maximum Price and Corresponding Change Order to Design-Build Services Contract for the Oceanside B4500 Science Building Renovation Project**
- J. Ratify and Approve Contracts and Purchase Orders**

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

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: None

Absent: Simon

## **IX. ACTION ITEMS**

### **A. Adopt Resolution No. 11-25/26 – Excuse Board Member Absence**

By motion of Trustee Cassar, seconded by Trustee Clendening, the board adopted Resolution No. 11-25/26 to excuse Trustee Anna Pedroza's absence from the November 20 regular business meeting.

Vote: 5/0/1

Aye: Cassar, Clendening Conklin, Crosbie, Merchat

Abstentions: Pedroza

Absent: Simon

### **B. Sunshine the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2026**

By motion of Trustee Pedroza, seconded by Trustee Conklin, the board approved sunshining the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2026.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: None

Absent: Simon

### **C. Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2026**

By motion of Trustee Clendening, seconded by Trustee Conklin, consent the board adopted Resolution No. 11-25/26.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: None

Absent: Simon

## **X. SECOND READ – BOARD POLICIES (Action Required)**

### **A. Board Policy 4070 – Course Auditing**

By motion of Trustee Clendening, seconded by Trustee Conklin, BP 4070 was adopted.

Vote: 6/0/0

Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstention: None

Absent: Simon

## **XI. PERIODIC REVIEW – BOARD POLICIES (Action Required)**

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

By motion of Trustee Cassar, seconded by Trustee Clendening, BP 2715 was adopted.

Vote: 6/0/0  
Aye: Cassar, Clendening, Conklin, Crosbie, Merchat, Pedroza  
Abstention: None  
Absent: Simon

## **XII. DISCUSSION ITEM**

### **A. Audio and Video Streaming of Board Meetings**

Trustees shared perspectives about video streaming. The district currently provides live audio streaming of Board meetings and retains recordings for 30 days, consistent with the Brown Act, with approved minutes serving as the official record.

Dr. Cooke noted the district seeks to strike a balance between transparency, good stewardship, sound financial planning, and compliance with the 50% Law. Consultation with Information Technology Services (ITS) confirmed that video streaming is a complex, resource-intensive effort, requiring significant investments in audio-visual equipment at all meeting sites, additional staffing, and ongoing maintenance. Preliminary cost estimates start over \$1 million to support video streaming at all campuses, with additional costs for software and staffing. Video archiving beyond 30 days also requires secure storage and continued management.

Staff will continue to evaluate options, costs, and feasibility before presenting potential implementation strategies.

## **XIII. INFORMATION ITEMS**

### **A. Report Update of Emergency Declaration and Emergency Actions to Elevator Repair at the Oceanside Campus Building 14 Student Services**

On September 11, 2025, Schindler Elevator Corporation, the original installer, completed a damage assessment and estimated the repair costs to be approximately \$33,818.13. Repairs are currently underway and, barring unforeseen conditions, are expected to be completed by January 31, 2026.

### **B. Budget Development Calendar for Fiscal Year 2026/27**

Dates for budget workshops were provided for information.

### **C. Superintendent/President Search Update**

The Board's ad hoc committee (Trustees Frank Merchat, Raye Clendening, and Rick Cassar) has been actively reviewing proposals submitted in response to the October request for proposals for superintendent/president search services.

On behalf of the full Board, the committee reviewed six complete and responsive proposals and selected three firms to advance to the next stage, which includes interviews. Those interviews, conducted this week, proved to be highly informative. All three firms demonstrated strong qualifications and would serve the district well. Each firm has extensive experience leading national CEO searches, including searches for California community colleges and universities.

The ad hoc committee, joined by Hayley Schwartzkopf, Vice President of Human Resources, and Elba Gomez, Vice President of Administrative Services, directed staff to conduct reference checks prior to beginning contract negotiations with the selected firm. A contract recommendation will be brought to the full Board of Trustees for ratification at a January meeting.

Once selected, the search firm will begin their work with the full Board in a workshop setting in January or February, consistent with the Board's annual calendar and the firm's availability.

The ad hoc committee extended its sincere appreciation to Hayley Schwartzkopf, Elba Gomez, Kim Simonds, and Mina Hernandez for their support throughout the RFP development, proposal solicitation, and selection process.

#### **XIV. COLLEGE-RELATED REPORTS**

##### **A. Trustees Activities**

Trustee Pedroza attended the Encinitas Holiday Parade, and she, along with Trustee Clendening, attended the Nursing Pinning Ceremony, which was described as a meaningful and emotional celebration of student achievement, often leaving attendees moved by the joy shared by students and their families.

Trustee Crosbie attended the Del Mar Community Connections Holiday Event at City Hall, an event that brings seniors together to connect and build community.

Trustee Conklin attended the Community Leaders Breakfast in October alongside fellow Board members and expressed appreciation to Dr. Cooke. She also attended the Latino Book Awards and remained active in the Oceanside community, including participation in the Odd Fellows event and several food drives held during a period when SNAP benefits were unavailable. Additionally, Trustee Conklin attended the LGBTQ+ Resource Center of North County event and participated in educational events, including those hosted by California Community Colleges and the CCLC Women in Higher Education, as well as the San Diego County Live Well Summit.

Trustee Clendening attended Tamalada at Balderrama Park in Oceanside and a grant presentation hosted by the Oceanside Museum of Art, where Senator Blakespear announced the successful securing of a \$3.5 million grant. Trustee Clendening also participated in a Women's Resource Center gift-wrapping event and attended a CSUSM event at Frontwave Arena.

Today, Trustee Clendening attended the San Diego North Economic Development Council (SDNEDC) Devvies Awards, where MiraCosta College, in partnership with Oceanside Unified School District (OUSD), was recognized with a Devvies Award for the Dual Enrollment partnership.

Trustee Cassar attended the CCLC Conference in Orange County, which included valuable sessions on superintendent/president transitions, as well as leadership departures. He also attended meetings of the facilities liaison committee and the superintendent/president search ad hoc committee, as well as a district webinar in December, which was described as concise, informative, and effective. Trustee Cassar also shared that he attended a women's basketball game, noting the team's undefeated record.

Trustee Merchat participated in the December district webinar and expressed appreciation to the Board for its continued support of him as president. He shared plans to resume listening tours with each board member to ensure all voices are heard and respected in the leadership of the district.

## **B. Students**

Student Trustee Federico Caion Demaestri was not in attendance; no report provided.

## **C. Classified Employees**

Classified Senate President Carl Banks thanked everyone who helped organize the MiraCosta College 2025 Year-End Celebration at El Camino Country Club – a wonderful opportunity to come together and recognize the hard work and dedication of our employees. The Outstanding Classified Employee is announced at the celebration, and all awardees will be recognized in the upcoming newsletter.

Throughout the month, staff have continued to support district operations and initiatives, ensuring continuity and responsiveness during a busy end-of-year period.

The college is supporting the establishment of the Caring Campus Committee, which aims to strengthen connections, communication, and care across campus. There is interest in broadly sharing the work being done through this effort.

Looking ahead to next semester, the Classified Senate will be engaging with classified professionals to better understand their interests and perspectives, including discussions related to unionization.

## **D. Faculty**

Academic Senate President Curry Mitchell, on behalf of the Academic Senate, informed the Board of its opposition to the newly created Director of Professional Development and Training position, which was created through internal reorganization and approved by the board as a consent item. While the Academic Senate recognizes that reorganizations are a management right and outside its purview, it wishes to formally document faculty concerns.

Faculty support the creation of a lead for professional development for classified professionals and administrators, acknowledging unmet institutional needs in these areas. However, the Senate objects to the scope of the approved position, which charges an administrator with collaboratively shaping a college-wide vision and culture of professional development. Faculty believe this role should remain faculty-led, as they already collaborate effectively with classified and administrative colleagues on professional development initiative.

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

### **1. Instructional Services**

**Assistant Superintendent/Vice President Denée Pescarmona submitted a written report. Additionally, she shared fall 2025 headcount, which was up 5.3 percent, and FTES was up 3.3 percent compared to last fall.**

**For spring 2026, enrollment is currently up 11.3 percent in headcount and 7.5 percent in FTES over last spring at this time.**

### **2. Student Services**

**Assistant Superintendent/Vice President Alketa Wojcik noted that this time last year, the district had eliminated thousands of attempted fraudulent applications. This year, with the implementation of technical efforts, that number has been significantly reduced to 187 applications. Staff continue**

to refine and strengthen processes to ensure that legitimate students can enroll in classes efficiently and securely.

As of this update, 1,040 graduation petitions have been submitted for fall 2025. Appreciation was extended to the counselors and evaluators who have completed all preliminary evaluations. This work helps students clearly understand remaining requirements and supports the timely posting of degrees and certificates.

The women's basketball team remains undefeated at 13–0. In addition, the team's leading player received a full scholarship to Cal Poly, Pomona, reflecting both athletic and academic excellence.

MiraCosta College is seeing a 50 percent increase in military-affiliated students who have submitted an intent to use VA benefits compared to this point last spring. We expect this trend to continue to increase.

The CARE Food Pantry remains heavily utilized, with access recorded 48,625 times by 4,809 students during the fall semester. Basic needs remain a primary area of student support, and the college is exploring expanded assistance options in collaboration with the MiraCosta College Foundation.

Through the American Passport Program, the college fully covered the passport costs for 44 students, enabling them to participate in study abroad programs for the first time. Summer study abroad programs are already fully enrolled, reflecting strong student interest and engagement.

Vice President Wojcik expressed heartfelt gratitude for the support of the board.

### **3. Administrative Services**

Assistant Superintendent/Vice President Elba Gomez reported the district is moving forward with major procurement efforts, including Requests for Proposals (RFPs) for a class and comp study and for food services. Updated language is being incorporated into procurement and operational documents to ensure alignment with the district's sustainability goals and commitments, reinforcing environmentally responsible practices across operations.

Staff are currently working on implementing an online agenda management system to centrally house and manage all board agendas and meeting minutes, thereby improving access, organization, compliance, and efficiency.

### **4. Human Resources**

Assistance Superintendent/Vice President Hayley Schwartzkopf was on vacation, so no report given.

## **F. Superintendent/President**

Dr. Cooke recognized the Human Resources team and screening committee leaders for their continued work on faculty recruitments. This cycle includes 11 faculty positions, including two previously unsuccessful searches, all of which are being advertised over the holidays.

Dr. Cooke thanked the many colleagues who supported the Encinitas Holiday Parade, including the Office of Advancement. MOJO's participation continues to be a highlight, and these events would not be possible without the coordination and commitment of staff who represent the college so well in the community.

The RN Nursing Pinning Ceremony is an incredibly moving and powerful reminder of the challenges, sacrifices, and perseverance demonstrated by our nursing students and their families. Their journeys reflect resilience, dedication, and the transformative impact of a MiraCosta education.

Planning is underway for the 2026 Commencement Ceremony, which will take place at a new location, Frontwave Arena. Recognition was extended to Terrence Shaw, who is leading coordination efforts alongside ITS, Public Safety, Facilities, and other campus partners.

Benefits of the new location include:

- An enhanced student, faculty, and guest experience
- An indoor venue to eliminate concerns related to inclement weather
- Comfortable seating for guests
- Enhanced audio/visual providing greater visibility for graduates
- Operational efficiency, safety, and security
- Nearby parking and improved ingress and egress

The college has launched the 2<sup>nd</sup> Leadership Academy cohort, supporting the professional growth of faculty, staff, and administrators across the district.

In December, the MiraCosta College Foundation welcomed major donors and friends of the College to a Holiday Donor Appreciation gathering, one of the Foundation's most anticipated annual events. Guests enjoyed a festive reception followed by the annual Christmas Concert, celebrating the season while honoring the generosity that directly supports MiraCosta students and programs.

Cooke thanked all employees for their tireless work on behalf of our students.

## **XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

## **XVI. ADJOURNMENT**

The meeting adjourned at 5:54 p.m.

## **MINUTES APPROVAL:**

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Frank Merchat  
President

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