



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

### MINUTES OF REGULAR MEETING

JUNE 20, 2024  
(Approved July 18, 2024)

#### I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, June 20, 2024, in the Community Room at the Community Learning Center in Oceanside. President Cassar called the meeting to order at 4 p.m.

#### II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

George McNeil

Anna Pedroza

Jackie Simon

Rahime Demirci (Student Trustee)

Board members not present:

Frank Merchat

Administrators present:

Superintendent/President Cooke

Assistant Superintendent/Vice President Tim Flood

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Alketa Wojcik

#### III. OATH OF OFFICE

##### A. 2024/25 Student Trustee – Rahime Demirci

##### 2024/25 Associated Student Government President – Edrei Padilla

Dr. Cooke administered the oath of office to Rahime Demirci, the 2024/25 student trustee, and Edrei Padilla, the 2024/25, the Associated Student Government president.

#### IV. APPROVE MEETING MINUTES

##### A. Workshop of May 9, 2024

##### B. Special Meeting/Closed Session of May 16, 2024

##### C. Regular Business Meeting of May 16, 2024

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the minutes of the workshop of May 9, 2024.

Vote: 5/0/1

Aye: Cassar, Clendening, Conklin, McNeil, Simon

Abstentions: Pedroza

Absent: Merchat

By motion of Trustee Conklin, seconded by Trustee McNeil, the board approved the minutes of the special meeting/closed session and regular business meeting of May 16, 2024.

Vote: 6/0/0

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

Abstentions: None

Absent: Merchat

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

None.

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

None.

## **VII. PRESENTATIONS**

### **A. Student Success and Equity Metrics Update**

Dean Chris Tarman presented the most recent metrics and trends from the ACCJC Institution-Set Standards and the leading indicators for the first term of the college's first-time-in-college cohorts in the Guided Pathways dashboard.

The ACCJC Institution-Set Standards, which are currently raw numbers, will be changing in the upcoming year to percentage rates. This will help to provide clarity by controlling for the overall enrollment numbers. For example, overall completion rates within three years have gone up seven percentage points since 2015; however, the number of students earning degrees has declined during the same period due to enrollment decline.

Dean Tarman noted a decline in numbers due to the effects of Covid in the fall 2020 cohort. Overall, however, positive trends are emerging in the leading indicators now. Completed matriculations in the first term are now higher than pre-Covid, with no disproportionate impact by race/ethnicity. Students who attempted 12 or more units in the first term (i.e., full-time status) account for two-thirds of students, slightly higher than pre-Covid, with just over half of those students completing the full 12 units.

The percentage of first-time-in-college students that did not complete any units in their first semester rose sharply during Covid, however, this percentage has been declining in the last two cohorts. It was noted that many of the college's early interventions, like Guided Pathways, student success teams, and Foundation emergency grants, are designed to support students earlier than in the past, with the goal of reaching them before grades are posted. It was noted that 70-80 percent of non-completing students cite family or personal reasons for their withdrawal from their classes. Completing at least one class, however, greatly increases a student's odds of coming back for more classes. All leading indicators are improving, and based on these trends, Dean Tarman expects lagging indicators (i.e., degree or certificate attainment and transfers to universities) to also increase in the future.

## **VIII. CONSENT ITEMS**

**A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**

**B. Approve Employment Contract for Dean of Admissions and Student Support**

- C. **Approve Salary Schedule and Employment Contracts for Professional Experts**
- D. **Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members**
- E. **Approve Personal Services Contract**
- F. **Approve Personal Services Contract**
- G. **Approve Reclassification of Existing Positions**
- H. **Approve Reorganization of Police and Campus Safety and Athletics**
- I. **Ratify Memorandum of Understanding 24-07 with Faculty Assembly**
- J. **Approve Additional Summer 2024 Program Components Appendix for the Oceanside Unified School District CCAP Dual Enrollment Program**
- K. **Approve Out-of-Country Travel – Eric Bishop**
- L. **Approve Out-of-Country Travel – Ruben Gomez and Rick White**
- M. **Approve Out-of-Country Travel – Sunny Cooke and Mike Fino**
- N. **Approve The American Institute for Foreign Study (AIFS) Faculty-Led Study Abroad to Florence, Italy – Summer 2025**
- O. **Approve Southern California Foothills Consortium Memorandum of Understanding – Fall 2024 Semester**
- P. **Approve Legal Services**
- Q. **Approve FY2026-30 Five-Year Capital Construction Plan**
- R. **Approve Microsoft Volume Licensing Software and Campus Agreement**
- S. **Approve Purchase of Proofpoint Email and Cloud Security Protection Bundle**
- T. **Approve Annual United States Postal Service Usage and Cost**
- U. **Approve FF&E Purchase for OCN New Chemistry Biotechnology Building**
- V. **Approve FY2025 Tentative Budget**
- W. **Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee McNeil, seconded by Trustee Simon, consent items A-W were approved.

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

## **IX. ACTION ITEMS**

### **A. Approve Employment Contract for Superintendent/President**

By motion of Trustee Pedroza, seconded by Trustee Clendening, the board approved the employment contract as presented.

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

### **B. Approve Employment Contracts for Assistant Superintendents/Vice Presidents, Vice President, Associate Vice President, and Chief Inclusion, Diversity, Equity, Accessibility Officer**

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board approved the employment contracts as presented.

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

**C. Adopt Resolution No. 19-23/24 – Excuse Board Member Absence**

By motion of Trustee Clendening, seconded by Trustee McNeil, the board adopted Resolution No. 19-23/24.

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

**D. Award and Execute Construction Services Contracts for Bid No. MM24-003  
Project A Recycled Water Installation Project and Project B ADA Path of Travel  
Project at (SAN)**

By motion of Trustee Conklin, seconded by Trustee McNeil, the board approved the award and execution of construction services contracts for Bid No. MM24-003 as presented.

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

**E. Approve Extension of Lease Agreement with Class Leasing LLC for Oceanside  
Campus – Temporary Facilities**

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the lease agreement extension with Class Leasing LLC as presented.

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

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

**A. Board Policy 4020 – Programs, Curriculum, and Course Development**

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted Board Policy 4020 as presented.

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

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

**A. Board Policy 4010 BP – Academic Calendar**

By motion of Trustee Clendening, seconded by Trustee McNeil, the board adopted Board Policy 4010 as presented.

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

**XII. FIRST READ – BOARD POLICIES**

- A. Board Policy 4025B BP – Philosophy and Criteria for Baccalaureate Degree and General Education**
- B. Board Policy 4100B BP – Graduation Requirements for Baccalaureate Degree and General Education**
- C. Board Policy 4100C BP – Graduation Requirements for Adult High School Diploma and Noncredit Certificates**

Board Policies 4025B, 4100B, and 4100C were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

### **XIII. INFORMATION**

#### **A. 2024/25 Board Goals**

The 2024/25 board goals were provided for information.

#### **B. Annual Legal Services**

The annual legal services were provided for information.

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

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

Trustees actively participated in various end-of-year activities, including the Black Graduation, Latinx Graduation, and Mana celebrations, as well as the Biomanufacturing Graduation, Nursing Pinning Ceremony, Adult High School Graduation, and the Commencement on May 24.

Trustee Conklin participated in Community Pride by the Beach, San Elijo Pride Flag Raising ceremony, Juneteenth celebrations, and the MLK scholarship dinner.

Trustees Simon and Pedroza attended the reception for Author Luis Valdez. Additionally, Trustees Pedroza and McNeil attended the Latino Book and Family Festival. Trustee Pedroza also attended the Hispanic Network breakfast at the San Elijo Campus.

Trustee Clendening engaged with the North County NAACP at the Vista Strawberry Festival and participated in an event with Congressmember Levin. Clendening also served on a panel with Vice Presidents Pescarmona and Ng at the Oceanside Leadership Academy, attended a Chamber Resilient Entrepreneur program, and attended Supervisor Desmond's State of North County. Trustee Clendening praised the recent publication of "Transforming Lives," produced by the Office of Advancement, and emphasized the importance of sharing the MiraCosta College story.

Trustee Cassar attended the Board Facility Liaison meeting, a SDICCCA meeting, and several farmers markets at the San Elijo Campus.

#### **B. Students**

New Student Trustee Rahime Demirci introduced herself, a second year MiraCosta student, who moved to U.S. from Hungary and previously lived in Turkey.

### **C. Classified Employees**

Classified Senate (CS) President Omar Jimenez reported CS will hold professional development sessions this summer focused on caring campus. This is a movement to connect all classified professionals with their important roles in support of students and student success.

### **D. Faculty**

Academic Senate President Curry Mitchell was attending a state conference and unable to attend the board meeting.

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

#### **1. Instructional Services**

Assistant Superintendent/Vice President Pescarmona reported summer enrollment is up significantly (7 percent in headcount/9 percent in FTES), which is welcomed news and marks the highest summer enrollment in over 10 years. Overall, classes are at an 85 percent fill rate, with online classes at a 90 percent fill rate. This is despite dropping 3,900 fraudulent enrollments. Fall enrollment is up as well, though it is still early in the enrollment period.

“Dancing at Dusk” on the tennis courts on the Oceanside Campus tennis courts is scheduled for July 10-11, and 43 students are participating in the Actor’s Academy.

As a result of legislation, six courses will be assigned common course numbers. As this effort expands, it will involve extensive work on department chairs, which will be part of their upcoming retreat.

The Academic Mapping Project is revising and focusing on part-time student maps for degrees and certificates, aiming to create more specific maps for various programs.

The Light the Fire Institute on July 29-30 will focus on the “skill-abus” concept and ensuring early career exploration is embedded in courses. MiraCosta has received almost \$3.5 million in California pre-apprenticeship grants to help support students with paid experience in industry internships and work-based learning opportunities.

#### **2. Student Services**

Assistant President/Vice President Wojcik welcomed Student Trustee Rahime Demirci to her new role.

The Welcome Fest has already received many RSVPs; event planners are focusing on maximum capacity. Outreach to students prior to the event is also taking place to prepare them for the event.

A number of MiraCosta students are participating this summer in the Study Abroad in Paris and the Study Abroad in Costa Rica programs.

The first cohort of GEAR UP students are now high school graduates, and many are attending MiraCosta in the fall. Eight GEAR UP students and their parents will attend the GEAR UP conference that will also include visiting colleges and museums.

The GEAR UP for College program started this summer with 125 high school students from OUSD taking classes in ethnic studies or sociology in a four-week

timeframe. Instructional support, transportation, and food are included in the program. The success rate for these courses is an impressive 95-100 percent.

The Summer Bridge program, coordinated by UMOJA faculty, offers students a sociology course similar to the GEAR UP for College program.

### **3. Administrative Services**

Assistant Superintendent/Vice President Flood submitted a written report. He thanked the board for approving the tentative budget. Flood thanked Katie White, Melanie Haynie, the budget managers, and the Fiscal Services Team for their contributions to the budget preparation. He thanked all of the Facilities staff for their tireless efforts with the many events and needs on campus. Additionally, Information Technology Services, despite being short-staffed, has been exceptionally busy with critical efforts. ITS staff have reimaged 600 laptops for students, concentrated on cybersecurity, and supported over 200 AV/IT events. Flood thanked them for their dedication and hard work.

### **4. Human Resources**

Assistant Superintendent/Vice President Ng was on vacation.

## **F. Superintendent/President**

Superintendent/President Cooke shared her excitement about the Learning Commons being officially open. Staff that had been serving students from a variety of temporary locations on campus are now gathered in their permanent spaces in the Learning Commons. She encouraged folks to check it out.

Cooke reported MiraCosta proudly raised the Pride Flag at each campus. She shared the investiture of the San Diego Chancellor will be held at the San Diego Zoo end of this week. Multiple community events occurred: the San Diego Regional Economic Development Dinner, focusing on inclusive economic development, and a tour of the Technology Career Institute by the San Diego Workforce Partnership.

Cooke thanked the Advancement Office's Kristen Huyck and Shannon Stubblefield for their hard work in communicating the many good things happening at the college.

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

None.

## **XVI. ADJOURNMENT**

The meeting adjourned at 5:52 p.m.

## **MINUTES APPROVAL:**

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Rick Cassar  
President

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