



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

MINUTES OF REGULAR MEETING

**JUNE 22, 2023
(Approved July 20, 2023)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, June 22, 2023, in Room T-200 at the Oceanside Campus. President Frank Merchat called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar

William Fischer

George McNeil

Frank Merchat

Anna Pedroza

Jackie Simon

Kenneth Pilco (Student Trustee)

Board members not present:

Raye Clendening

Administrators present:

Superintendent/President Cooke

Assistant Superintendent/Vice President Tim Flood

Assistant Superintendent/Vice President Denée Pescarmona

Interim Assistant Superintendent/Vice President Hayley Schwartzkopf

III. OATH OF OFFICE

A. 2023/24 Student Trustee – Kenneth Pilco

2023/24 Associated Student Government President – Bianca Rosales

Dr. Cooke administered the oath of office to Kenneth Pilco, the 2023/24 student trustee, and Bianca Rosales, the 2023/24, the Associated Student Government president.

IV. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of May 11, 2023

B. Workshop of May 11, 2023

C. Regular Business Meeting and Special Meeting/Closed Session of May 18, 2023

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the minutes of the special meeting/closed session and the workshop of May 11, 2023.

Vote: 4/0/0

Aye: Cassar, McNeil, Merchat, Pedroza

Abstentions: Fischer, Simon

Absent: Clendening

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the minutes of the regular business meeting and special meeting/closed session of May 18, 2022.

Vote: 6/0/0

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

Abstentions: None

Absent: Clendening

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

None.

VI. CHANGES IN AGENDA ORDER

Dr. Cooke called attention to the update to Consent Item VIII.Q, which recommends a contract renewal of five (5) years with Follett Bookstore.

VII. PRESENTATIONS

A. Career Education Program Reviews and Strong Workforce Program Biannual Update

Dean Al Taccone, Associate Dean Ben Gamboa, and Tina Ngo Bartel, Center of Excellence director, provided information and updates to the board of trustees on the data used to conduct career education biannual program reviews using Strong Workforce Program (SWP) metrics provided by the MiraCosta College Research, Planning and Institutional Effectiveness Office. An overview of the biannual CE review process was provided, which is required by education code and is intended to ensure that students are completing programs.

Labor market data was reviewed, which notes the highest demand is in nursing. Biotechnology is in the top four, and MiraCosta is postured to help students in this area. MiraCosta is a leader in the state, and we are getting students through programs faster than most in the state (MiraCosta is at 31 percent; across the state is 20 percent). A focus on internships and work-based learning opportunities, which has reached 67 percent at the college. Additionally, MiraCosta is the only college awarded in six different areas across the college.

Data shows the Child Development program having the highest number of annual enrollments, as compared to the other career education programs offered at the college. We are a lab school, so our students get hands on experience that makes them more employable, and there are projected job openings in San Diego County in this field. Trustees expressed concern, however, about having a program with such high enrollments in which only 28 percent of students who complete the program can attain a living wage. Career ladders should be explored to ensure low-wage jobs have a pathway to something better, and salary information should be presented early to students.

Taccone noted the employment data includes only those students who went to work for an employer; it does not include those who become self-employed in the field. Additionally, he cited the K-16 collaborative grant that MiraCosta is a part of, which he hopes will boost wages in the Child Development field.

A second LVN cohort and a second CNA cohort were started to help fill the demand in this area. Overall, the focus continues to be on what's viable for students, and students are being placed in jobs that are closely related to their field of study.

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Salary Schedule and Employment Contracts for Professional Experts
- C. Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members
- D. Approve Reclassification of Existing Positions
- E. Approve Personal Services Contract
- F. Approve Classification of New Position and Job Description for Academic Services Coordinator
- G. Adopt Annual Resolution Authorizing Designated Agents
- H. Amend/Correct Resolution No. 16-23/24 for Annual Resolutions Authorizing Designated Agents
- I. Ratify Memorandum of Understanding 23-02 with the Classified Administrator Association
- J. Ratify Memorandum of Understanding 23-03 with the Academic Associate Faculty
- K. Ratify Memorandum of Understanding 23-04 with the Academic Associate Faculty
- L. Ratify Memorandum of Understanding 23-05 with the Faculty Assembly
- M. Approve Reorganization and Rename of the Institute for International Perspectives
- N. Approve Reorganization, Information Technology Services
- O. Approve Employee Changes Due to Reorganization of Student Services and Instructional Services
- P. Approve Renewal of Chatbot Software with Career America, LLC dba Ocelot
- Q. Approve Bookstore Services Contract Renewal
- R. Award of Agreement for RFQ-P 19-23 Facility Move Management Services and Project Assignment Amendment for the Health & Wellness Hub Project
- S. Approve Renewal of Email Security Software Maintenance and Technical Support Agreement with CDWG
- T. Approve Legal Services
- U. Approve FY2025-29 Five-Year Capital Construction Plan
- V. Approve FY2023/24 Tentative Budget
- W. Approve Annual United States Postal Services Usage
- X. Approve Purchase for Data Center Service Replacement/Upgrade Project
- Y. Approve Use of FCCC/UC/CSU Cooperative Purchasing Agreements
- Z. Approve Budget Transfer
- AA. Ratify and Approve Contracts and Purchase Orders

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

Vote: 6/0/0

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

Abstentions: None

Absent: Clendening

IX. ACTION ITEMS

A. Adopt Resolution No. 18–22/23 – Excuse Board Member Absence (Fischer) **By motion of Trustee McNeil, seconded by Trustee Cassar, the board adopted Resolution No. 18-22/23 to excuse Trustee Fischer.**

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: Fischer
Absent: Clendening

B. Adopt Resolution No. 19–22/23 – Excuse Board Member Absence (Simon) **By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution No. 19-22/23 to excuse Trustee Fischer.**

Vote: 5/0/0
Aye: Cassar, Fischer, McNeil, Merchat, Pedroza
Abstentions: Simon
Absent: Clendening

C. Approve Employment Contract for Superintendent-President

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

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

D. Approve Employment Contracts for Assistant Superintendents/Vice Presidents, Vice President, and Associate Vice President, and Interim 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, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Clendening

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 4025B – Philosophy and Criteria for Baccalaureate Degree and General Education

B. Board Policy 4050 – Articulation

C. Board Policy 4100 – Graduation Requirements for Degrees and Certificates

D. Board Policy 4100B – Graduation Requirements for Degrees and Certificates – Baccalaureate in Science Degree

E. Board Policy 4260 – Prerequisites and Corequisites

F. Board Policy 4400 – Fee-Based Community Education Programs

By motion of Trustee Cassar, seconded by Trustee McNeil, the board adopted Board Policy 4025B, 4050, 4100, 4100B, 4260, and 4400 as presented.

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

XI. SECOND READ – BOARD POLICIES (Action Required)

A. Board Policy 7800 – Employee Residency

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 7800 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Clendening

XII. FIRST READ – BOARD POLICIES

A. Board Policy 5505 – Academic Integrity

Board Policy 5505 was reviewed and discussed, and the policy will be placed on a future agenda for adoption.

XIII. INFORMATION

A. 2023/24 Board Goals

The 2023/24 board goals were provided for information.

B. Independent Citizens’ Bond Oversight Committee Annual Report

The Independent Citizens’ Bond Oversight Committee Annual Report was provided for information.

XIV. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees attended a tour of the facilities funded by Measure MM on the Oceanside Campus prior to their budget workshop on June 15.

Trustees Cassar, Clendening, McNeil, Merchat, and Simon attended the Biomanufacturing graduation on May 24, Trustees Cassar, Clendening, McNeil, and Merchat attended the Nursing pinning ceremony on May 25, and Trustees Clendening, and McNeil attended the Adult High School commencement, also on May 25. Trustees Cassar, Clendening, McNeil, Merchat, and Pedroza attended the commencement ceremony on May 26.

Trustees McNeil, Pedroza, and Simon attended the Latino Book and Family Festival on the Oceanside Campus on June 10. Trustee Pedroza commented on the impressive growth of this event over the years, as well as the many great authors who were also present.

Trustee Cassar attended and chaired the last SDICCA Board alliance meeting, Trustees McNeil and Merchat attended a facilities liaison meeting, and Trustee Merchat also attended a spotlight awards ceremony for the Theatre and the Honors awards ceremony.

Trustee Merchat expressed his pride in the work the board did on their evaluation. He expressed his appreciation to the MiraCostans who completed the survey of the board, and he encouraged everyone to continue to provide feedback, so the board can improve where needed.

B. Students

New Student Trustee Kenneth Pilco introduced himself.

C. Classified Employees

New Classified Senate (CS) President Omar Jimenez introduced himself as a former MiraCosta student and marine veteran. Classified Senate retreat is being planned.

D. Faculty

Academic Senate President Leila Safaralian reported the demand for online classes remains high, and some on ground classes have been moved to online or hyflex modalities to meet the demand. The implementation phase has begun with writing curriculum, and the Academic Senate retreat is scheduled for August 11, where they will work to establish three goals.

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported summer enrollment is up significantly (10 percent in FTES), which is welcomed news. Fall enrollment is up significantly as well (32 percent in FTES). She thanked Student Services for their tremendous strategic outreach and partnering with the community, as well as shortening the priority enrollment window, which allowed students to enroll sooner than in the past. Fraudulent enrollments continue to plague us, so much time is spent scrutinizing the enrollments to prevent fraudulent financial aid disbursements from occurring. This seems to especially be effecting online classes versus in-person classes.

2. Student Services

Assistant President/Vice President Wojcik was on vacation and not in attendance.

3. Administrative Services

Assistant Superintendent/Vice President Flood thanked all of the MiraCostans who actively participate in the budget and process. He thanked Kitchell and PIO for their work on the ICBOC Annual Report, and he congratulated Abdy Afzali for his retirement after serving the district for 32 years.

4. Human Resources

Interim Assistant Superintendent/Vice President Schwartzkopf reported this an extremely busy time for HR. Salary schedules are being updated, etc The EEO Grant is a big project that is focused on developing and improving our onboarding program, and there will be several phases over the next few years. HR is involved in the leadership program that EMT will be leading.

F. Superintendent/President

Superintendent/President Cooke thanked the board for their work and dialogue while staying focused on what's best for students. She thanked them for their commitment to our employees and students, and she expressed appreciation for the assistant presidents/vice presidents for covering for her while she was out in May. A Pride flag raising ceremony was held at all three of our sites; the flags will remain flying through the end of July. RPIE is working hard on developing additional dashboards.

XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XVI. ADJOURNMENT

The meeting adjourned at 6:02 p.m.

MINUTES APPROVAL:

Frank Merchat
President

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