



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

**MINUTES OF REGULAR BUSINESS MEETING**

**JUNE 26, 2025  
(Approved July 17, 2025)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, June 26, 2025, in the Boardroom on the Oceanside Campus. President Rick Cassar called the meeting to order at 4:05 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
Heather Conklin	Jacqueline Simon
Ann Crosbie	Federico Caion Demaestri (student trustee)

Administrators present:

Superintendent/President Sunny Cooke  
Assistant Superintendent/Vice President Hayley Schwartzkopf  
Assistant Superintendent/Vice President Denée Pescarmona  
Assistant Superintendent/Vice President Tim Flood  
Assistant Superintendent/Vice President Alketa Wojcik

**III. OATH OF OFFICE**

**A. 2025/26 Student Trustee – Federico Caion Demaestri  
2025/26 Associated Student Government President – Diego Padilla**

Trustee Cassar administered the oath of office to Federico Caion Demaestri, the 2025/26 student trustee, and Diego Padilla, the 2025/26 Associated Student Government president.

**IV. APPROVE MEETING MINUTES**

**A. Special/Closed Meeting of May 8, 2025**

By motion of Trustee Merchat, seconded by Trustee Clendening, the board approved the minutes of the special/closed session meeting of May 8, 2025.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Workshop of May 8, 2025**

By motion of Trustee Clendening, seconded by Trustee Conklin, the board approved

the minutes of the workshop of May 8, 2025.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**C. Special/Closed Meeting of May 15, 2025**

By motion of Trustee Merchat, seconded by Trustee Simon, the board approved the minutes of the workshop of May 15, 2025.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**D. Regular Business Meeting of May 15, 2025**

By motion of Trustee Clendening, seconded by Trustee Merchat, the board approved the minutes of the special/closed session meeting of May 15, 2025.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

Seven speakers voiced concern over upcoming institutional policy changes around the revisions to the status of temporary and student workers set to take effect August 1. Speakers emphasized concerns that these changes threaten the job security and well-being of both students and long-serving employees. Specific concerns included the impact of the changes on students with disabilities and the 19.5 hours per week limitation on student worker assignments.

**VI. CHANGES IN AGENDA ORDER**

None.

**VII. PRESENTATIONS**

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

As part of the college's ongoing commitment to improving student success 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.

Dean Tarman noted that although there was a decline in headcount 2019/20 through 2022/23, headcount is now trending upward. Another positive trend is the increase in course success rates. Just over half of students attempting 12 units are completing, and this is the highest rate in the past 10 years. Success rates in the first term are the highest level seen in course success rates in the first term – up over nine percent as compared to the success rates during Covid, and fall-spring persistence rates are at the highest rates ever. Licensure and job placement rates are all above the institution's set standards, and all metrics since 2021 have been increasing and are exceeding pre-Covid metrics.

Trustee Pedroza thanked all of the Research, Planning, and Institutional Effectiveness staff who participate in providing and interpreting this meaningful data.

## **VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve 2025-2028 Salary Schedule for Confidential Employees**
- C. Approve Student Worker Salary Schedule**
- D. Approve Salary Schedule and Employment Contracts for Professional Experts**
- E. Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members**
- F. Approve Reclassification of Existing Positions**
- G. Ratify Memorandum of Understanding 25-02 with Faculty Assembly (Title V Grant)**
- H. Ratify Memorandum of Understanding 25-03 with Faculty Assembly (MESA)**
- I. Ratify Memorandum of Understanding 25-04 with Faculty Assembly (Light the Fire)**
- J. Ratify Memorandum of Understanding 25-05 with Faculty Assembly (Core Competency)**
- K. Ratify Memorandum of Understanding 25-02 with Academic Associate Faculty (Light the Fire)**
- L. Ratify Memorandum of Understanding 25-03 with Academic Associate Faculty (Core Competency)**
- M. Adopt Annual Resolution Authorizing Designated Agents Resolution No. 19-24/25**
- N. Adopt Resolution No. 25-24/25 Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities**
- O. Approve Emeritus Status for Full-Time and Associate Faculty Members**
- P. Approve Gold Circle Membership for Retired Classified Employees**
- Q. Approve Emeritus Status for Classified Administrator**
- R. Approve Additional Summer 2025 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program**
- S. Approve Renewal of the American Fidelity Administrative Service Agreement**
- T. Approve Renewal of Proofpoint Email Security Software Maintenance and Technical Support Agreement**
- U. Approve Purchase of VMWare Virtualization Technology**
- V. Approve Increase to Mira Mesa Driving School Behind-the-Wheel Drivers Training Services Agreement**
- W. Approve FY2026 Tentative Budget**
- X. Approve FY2027-2031 Five-Year Capital Construction Plan**
- Y. Approve Contract with GUIDE Research Solutions for Grant Educational Research Services**
- Z. Approve Annual United States Postal Service Usage and Cost**
- AA. Ratify Contracts and Approve Purchase Orders – March 21 through April 21, 2025**

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

Vote: 7/0/0

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

Abstentions: None

Absent: None

## **IX. ACTION**

### **A. Appoint Independent Citizens' Bond Oversight Committee Member**

By motion of Trustee Merchat, seconded by Trustee Conklin the board appointed Esmael Andersson as the student representative on the Independent Citizens' Bond Oversight Committee as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

### **B. Approve Change Order to Johnson Controls, Inc's Energy Service Contract for Solar PV Projects at Community Learning Center and San Elijo Campus**

By motion of Trustee Merchat, seconded by Trustee Conklin the board approved the Change Order to Johnson Controls, Inc's Energy Service Contract for Solar PV Projects at the Community Learning Center and San Elijo Campus as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

### **C. Adopt Resolution No. 20-24/25 Delegate Superintendent/President Emergency Declaration and Emergency Actions for water leak in Building 4800 at the Oceanside Campus**

By motion of Trustee Conklin, seconded by Trustee Merchat the board adopted Resolution No. 20-24/25 to delegate the superintendent/president emergency declaration and emergency actions for the water leak in Building 4800 at the Oceanside Campus as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

### **D. Adopt Resolution No. 21-24/25 Delegate Superintendent/President Emergency Declaration and Emergency Actions for Sinkhole at the San Elijo Campus Main Roadway**

By motion of Trustee Conklin, seconded by Trustee Clendening the board adopted Resolution No. 21-24/25 to delegate the superintendent/president emergency declaration and emergency actions for sinkhole at the San Elijo Campus main roadway as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

### **E. Adopt Resolution No. 23-24/25: Authorize Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software FY2026**

By motion of Trustee Merchat, seconded by Trustee Conklin the board adopted Resolution No. 23-24/25 to authorize the renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software FY2026 as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**F. Adopt Resolution No. 24-24/25 Intent to Grant Easement to Dish Wireless, LLC (DISH) to Allow Installation of Electrical and Telecommunications Facilities for Adjacent City Property**

By motion of Trustee Clendening, seconded by Trustee Conklin the board adopted Resolution No. 24-24/25 with the intent to grant easement to Dish Wireless, LLC (DISH) to allow installation of electrical and telecommunications facilities for adjacent city property as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**G. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly**

By motion of Trustee Clendening, seconded by Trustee Conklin the board ratified the Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**H. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty**

By motion of Trustee Simon, seconded by Trustee Crosbie the board ratified the Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**I. Ratify MiraCosta Community College District Academic Administrators Working Conditions Manual**

By motion of Trustee Clendening, seconded by Trustee Crosbie, the board ratified the MiraCosta Community College District Academic Administrators Working Conditions Manual as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**J. Ratify the MiraCosta Community College District Classified Administrators Association Working Conditions Manual**

By motion of Trustee Crosbie, seconded by Trustee Simon the board ratified the MiraCosta Community College District Classified Administrators Association Working Conditions Manual as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**K. Ratify the MiraCosta Community College District Classified Senate Employee Working Conditions Manual**

By motion of Trustee Crosbie, seconded by Trustee Crosbie the board ratified the MiraCosta Community College District Classified Senate Employee Working Conditions Manual as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**X. SECOND READING – BOARD POLICIES (ACTION REQUIRED)**

**A. Board Policy 4100 – Graduation Requirements for Degrees and Certificates**

By motion of Trustee Merchat, seconded by Trustee Conklin, the board adopted Board Policies 4100 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Board Policy 4100C - Graduation Requirements for Adult High School Diploma and Noncredit Certificates**

By motion of Trustee Clendening, seconded by Trustee Crosbie, the board adopted Board Policies 4100C as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

**A. Board Policy 4030 – Academic Freedom**

By motion of Trustee Crosbie, seconded by Trustee Simon, the board adopted Board Policy 4030 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**XII. FIRST READING – BOARD POLICIES**

**A. Board Policy 4230 – Grading and Academic Record Symbols**

Board Policy 4230 was reviewed and discussed, and the policy will be placed on a future agenda for adoption by the board.

**XIII. INFORMATION**

**A. Annual Legal Services**

The annual legal services were provided for information.

**XIV. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

Trustee Pedroza expressed appreciation for the thorough preparation and support provided by staff ahead of board action items, noting that while votes may appear

routine, they are the result of careful review and discussion. She emphasized the importance of public transparency and thanked staff for building trust and ensuring the Board is well-informed when making significant decisions. She expressed appreciation for the budget workshops that Tim Flood has provided year after year, as they have been so comprehensive and completed with integrity and forethought.

Trustee Crosbie attended a large community rally in Carlsbad, where an estimated 5,000 residents gathered in support of unity and inclusion. In addition, campus tours were completed across all MiraCosta sites, offering a firsthand look at academic programs and student services. Trustee Crosbie also engaged in various community meetings to share updates about the college and build awareness around upcoming needs, including legislative and financial support.

Trustee Merchat attended the recent Facilities Liaison meeting where he had the opportunity to thank Tim Flood and his team for their exceptional work. It has always been a pleasure working with someone so thorough, thoughtful, and consistent. He expressed appreciation to Jill Ringer in ITS for helping to recover a decade's worth of notes on college projects that he thought were lost. Her support was invaluable.

Trustee Conklin took part in several community and college events, including the Pride Flag Raising ceremonies at all three MiraCosta campuses. She expressed gratitude to Oceanside Deputy Mayor Joyce for attending the CLC event and presenting a certificate of recognition on behalf of the City of Oceanside. Additionally, she volunteered at Pride by the Beach and attended the Juneteenth Celebration hosted by the North San Diego County NAACP, joined by Trustee Clendening.

Other engagements included attending the Executive in Residence year-end event at Cal State San Marcos, where she learned more about efforts to connect students with real-world business experience. She also reported on the adoption of the San Diego County budget and acknowledged the importance of staying informed as future state and federal changes unfold.

Trustee Conklin recognized the public speakers for their courage and participation. She also voiced support for Oceanside's multicultural and mixed-status communities and called for communities to be vigilant, compassionate, and supportive to ensure all community members feel safe and valued.

Trustee Clendening shared reflections on recent events, expressing deep appreciation for the work of MiraCosta staff in supporting student-centered activities and creating welcoming, meaningful experiences for students and their families. She noted the significance of these gatherings as a testament to the dedication of college personnel.

Trustee Clendening served on an Educational Leaders Panel sponsored by the Oceanside Chamber. Trustee Clendening visited the Farmer's Market at the San Elijo Campus, and praised the strong relationship supporting its success in serving the community. She further reflected on commemorating Juneteenth, underscoring the importance of recognizing its delayed impact and historical context.

Trustee Clendening acknowledged Tim Flood and the way in which he has transformed the campuses through the Measure MM Bond, and she welcomed Elba Gomez into her new role.

Trustee Cassar also attended Pride Flag Raising ceremonies at the San Elijo Campus and Community Learning Center, noting the outpouring of love and solidarity. He continues to support the Farmer's Market at the San Elijo Campus.

He thanked Tim Flood for making the ordinary look spectacular, noting that all of the facilities and balanced budgets directly benefit our students.

Trustee Cassar recognized full-time faculty retirees, associate faculty retirees, and the administrator retiree who were recommended for emeritus status, as well as the classified professionals who were awarded Gold Circle membership. He thanked them for their years of service and contributions to the MiraCosta community.

## **B. Students**

New Student Trustee Federico Caion Demaestri introduced himself as a returning student pursuing a degree in Applied Data Science and Computer Science. After earning his undergraduate degree at UC Berkeley and working across South America, he was drawn to MiraCosta College through a ballroom dance course, which reignited his academic journey and led to deep involvement on campus.

He highlighted the achievements of recent student leaders, many of whom have transferred to top universities, and shared updates on student representation at the statewide level, noting that he was recently elected Vice President of Finance, representing 2.3 million students statewide, for the Student Senate for California Community Colleges (SSCCC). He also attended the Faculty Leadership Institute, where he presented on the role of AI in academia, and he participated in the SSCCC Board of Directors meetings as part of the transition into his new statewide role.

## **C. Classified Employees**

Classified Senate (CS) President Carl Banks was attending the Classified Leadership Institute in Sacramento, so no report was given.

## **D. Faculty**

Academic President curry mitchell shared that although its summer, many faculty are still actively teaching, studying, and engaging in professional development. Erica Duran, the new "Joyful Teacher," has begun her role with enthusiasm, launching a newsletter and helping implement the Joyful Teacher concept, now formally included in the collective bargaining agreement.

The Light the Fire Institute, a collaborative effort between Guided Pathways and the Title V HSI Grant, began this week. This two-day event focuses on inspiring faculty in curriculum development and course design with an emphasis on student engagement and career pathways.

Senate leadership is preparing for fall, with Jim Sullivan as president-elect and Robin Allyn as Academic Senate coordinator. The senate is planning to prioritize a review of scheduling practices to ensure alignment with student needs, implement the new Principles for Teaching and Learning around AI, and vote on a proposed compressed academic calendar.

Additional updates included ongoing work in equivalency review, Flex Week planning, and curriculum development. Faculty teaching summer session noted how quickly the community builds, even in accelerated or online classes. The importance of Learning Center support during this condensed term was also recognized.

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

### **1. Instructional Services**



Assistant Superintendent/Vice President Pescarmona welcomed Federico in his new student trustee role and thanked Tim Flood for having been such an amazing role model. She proudly shared that MiraCosta's choral ensemble performed Mozart's Requiem at Carnegie Hall on June 21 and 25, marking a remarkable experience for 20 students. This opportunity was made possible through strong departmental leadership and generous support from Foundation donors.

Summer enrollment is showing strong gains, with headcount up nearly 10 percent and FTES up 5.5 percent compared to last year, much of it attributed to successful dual enrollment efforts led by Zhenya Lindstrom. Looking ahead, fall enrollment is currently tracking 9 percent higher in headcount and 7.5 percent higher in FTES, with a continued focus on slow, steady, and sustainable growth.

Finally, MiraCosta is sending teams to both the Curriculum Institute and the Enrollment Management Academy at UCSD to build long-term strategies, including planning around the proposed compressed calendar.

## **2. Student Services**

Assistant Superintendent/Vice President Wojcik expressed deep appreciation to Student Life and Leadership for their coordination of Commencement, MiraCosta's largest and most meaningful annual event. Planning begins as early as October, and the successful execution is a collective effort involving PIO, Facilities, College Police, and many others who helped to create a memorable celebration for students and their families.

Looking ahead, WelcomeFest is scheduled for Saturday, July 19.

The District resubmitted a GEAR UP application after being invited to revise it in alignment with current federal administration priorities. Though program activities remained unchanged, the team worked under a tight three-week deadline to finalize and submit the application earlier this week.

Study abroad programs are in full swing this summer. A group of students just returned from Japan, sharing daily reflections on their transformative experiences abroad, many traveling internationally for the first time. Another student group has just arrived in Italy to begin their own journey of cultural and academic enrichment.

In addition, the "GEAR UP for College" program is running again this summer, bringing Oceanside Unified School District students—from freshmen to seniors—to the Oceanside Campus for a four-week college experience. Students are transported by bus, provided meals, and supported by instructional aides to ensure academic success during their on-campus day. The program traditionally achieves high success rates, and this year is expected to follow suit. A graduation ceremony for the participants will be held on July 10 at 12:00 p.m.

Wojcik thanked Tim Flood for his wisdom, kindness, noting that everything he has done will leave a lasting impact on her and the college. She also welcomed Federico in his student trustee new role.

## **3. Administrative Services**

Assistant Superintendent/Vice President Flood expressed his heartfelt gratitude to the Board of Trustees for their steady, ethical leadership and ongoing support,

as well as to Dr. Sunny Cooke for placing her trust in the work of the Administrative Services team. He shared deep appreciation for his colleagues, calling MiraCosta's executive team the best in the state, highlighting their passion, strategic insight, and ability to lead with both heart and humor.

He recognized his administrators—Tom, Mina, Dung, Val, and Anthony—for their behind-the-scenes work that has elevated the college's operations, facilities, and financial standing. He gave special thanks to Melanie Haynie, described as the "backbone of Administrative Services" and a true "knowledge vault," whose support and leadership were essential to his success.

He also thanked the Academic Senate, Classified Senate, and student leaders for their dedication and collaboration. He reflected on his time at MiraCosta as a wonderful journey, one marked by continuous improvement, resilience, and a shared commitment to student success. He closed by expressing his gratitude for the opportunity to be part of the MiraCosta family.

#### **4. Human Resources**

Assistant Superintendent/Vice President Schwartzkopf submitted a written report. She thanked the student speakers who shared their perspectives during the meeting, affirming that their voices are heard, seen, and deeply valued.

She also recognized the contributions of MiraCosta's Emeritus and Gold Circle employees, emphasizing the importance of honoring those who have retired over the past year for their service and impact on the institution.

#### **F. Superintendent/President**

Superintendent/President Cooke was away on district business, so no report was given.

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

None.

### **XVI. ADJOURNMENT**

The meeting adjourned at 6:02 p.m.

### **MINUTES APPROVAL:**

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Rick Cassar  
President

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Hayley Schwartzkopf  
Assistant Superintendent/Vice President