



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

MINUTES OF REGULAR BUSINESS MEETING

AUGUST 21, 2025
(Approved September 11, 2025)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, August 21, 2025, in the Boardroom on the Oceanside Campus. President Rick Cassar called the meeting to order at 4:01 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Trustees Absent: Rick Cassar

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice Presidents:
Elba Gomez
Denée Pescarmona
Hayley Schwartzkopf
Alketa Wojcik

III. APPROVE MEETING MINUTES

A. Special/Closed Meeting of July 17, 2025

B. Regular Business Meeting of July 17, 2025

By motion of Trustee Pedroza, seconded by Trustee Conklin, the board approved the minutes of the special/closed session meeting and the regular business meeting of July 17, 2025.

Vote: 5/0/1

Aye: Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: Simon

Absent: Cassar

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

A community member voiced their concern about the interpretation of Ed Code 88003 related to STEMLC tutors. He encouraged the college to reinstate the previous eligibility requirements.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Biannual Career Education Program Update

Associate Dean of Career Education Benjamin Gamboa and Vice President of Instructional Services Denée Pescarmona provided the Board of Trustees with a comprehensive update on labor market information (LMI) and wage data related to MiraCosta College's credit career education programs. Their presentation highlighted the alignment of Career Education initiatives with institutional priorities, including IDEA (Inclusion, Diversity, Equity, and Accessibility), Guided Pathways, and the Futures framework, while also outlining ongoing planning and program improvement efforts.

Career Education at MiraCosta is committed to building a vision-driven workforce ecosystem that supports economic mobility for students and their families. The board reviewed graduate earnings data and compared that with the cost of living in San Diego County.

The presentation included a review of local labor market demand, revealing that all Career Education disciplines have growth potential to better meet regional workforce needs. Nursing and Computer Science emerged as top-performing fields in terms of wage outcomes for students. These disciplines offer strategic opportunities to improve program retention and student success by guiding learners from lower-wage jobs into higher-wage career tracks.

To support informed decision-making, wage data by occupation is being made available on the Career Education department webpages, offering students valuable insights as they explore career options.

As a national leader in work-based learning, MiraCosta College engages over 13,000 students annually in experiential learning opportunities. The college has significantly expanded its network of community partners, now collaborating with 473 employers and hosting at least 14 advisory board meetings per year. These partnerships are instrumental in developing robust career pathways and enhancing student readiness for the workforce.

Community partners consistently emphasize the importance of soft skills development alongside technical training. Gamboa recognized faculty leads who have successfully integrated soft skills into their curriculum, while maintaining a strong focus on equity and closing achievement gaps. Data shows that student success rates dramatically increase when students participate in work-based learning experiences.

B. Equal Employment Opportunity (EEO) Plan Update

Assistant Superintendent/Vice President of Human Resources Hayley Schwartzkopf presented an update on MiraCosta College's Equal Employment Opportunity (EEO) Plan to the Board of Trustees. The EEO Annual Update is a requirement for all California community colleges and ensures that equity-focused strategies are embedded throughout institutional hiring and employment practices. MiraCosta College is currently in the second year of its three-year EEO Plan cycle.

Vice President Schwartzkopf highlighted several key accomplishments, including increased representation across employee groups, enhanced diversity on hiring committees, the deployment of new training modules and resources to support equitable hiring, and the implementation of innovative data dashboards that enable

targeted outreach to diverse institutions and communities. The EEO Advisory Committee continues to play a critical role in supporting the implementation of the plan, advising Human Resources on recruitment strategies, and contributing to professional development and training initiatives.

The update outlined a strategic framework that includes pre-hiring, hiring, and post-hiring strategies. Pre-hiring efforts focus on aligning recruitment processes with the district's mission, vision, and values. Hiring strategies include comprehensive training for hiring committees, targeted outreach for hard-to-hire disciplines, expansion of recruitment efforts through new vendor partnerships, and focused strategies to attract a diverse applicant pool. Post-hiring strategies feature an enhanced new hire orientation experience, the launch of a pilot Leadership Academy to support professional development, and an improved exit interview process to gather actionable feedback.

Vice President Schwartzkopf also reviewed ethnicity data across faculty, administrators, and classified professionals, providing insight into current representation and areas for continued progress. The presentation addressed ongoing challenges and opportunities, including the need for innovative and targeted outreach strategies and the utilization of grant funding to support equity initiatives.

Upon Board approval, the updated EEO Plan will be certified and submitted to the California Community Colleges Chancellor's Office by September 1, 2025. Superintendent/President Cooke expressed appreciation for the contributions of faculty and staff involved in advancing the EEO Plan and supporting MiraCosta College's commitment to equity and inclusion.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve New Classifications, Job Descriptions and Pay Range Placement**
- C. Approve Theater and Production Aide Salary Schedule**
- D. Approve Hourly Professional Expert Salary Schedule**
- E. Ratify Memorandum of Understanding 25-07 with Faculty Assembly (New Full-time Faculty Institute)**
- F. Approve Equal Employment Opportunity Annual Certification Form for Academic Year 2024/25**
- G. Approve Insurance Renewals 7/1/25-7/1/26 – Workers' Compensation: Protected Insurance Plan for Schools (PIPS); Property & Liability: Statewide Association of Community Colleges (SWACC)**
- H. Ratify Student Accident Insurance Renewal 8/1/25-8/1/26**
- I. Approve Request to Destroy Education Records Marked for Destruction- Admissions and Records Office**
- J. Adopt Resolution No. 2-25/26, Establish the District Appropriations (Gann) Limit for Fiscal Year 2025/26**
- K. Approve Agreement with West Coast Consulting Group, Inc. for Emergency Preparedness Services**
- L. Ratify and Approve Contracts and Purchase Orders**

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

Vote: 6/0/0

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

Abstentions: None

Absent: Cassar

VIII. ACTION

A. Adopt Resolution No. 3-25/26 – Excuse Board Member Absence

By motion of Trustee Crosbie, seconded by Trustee Pedroza the board adopted Resolution No. 3-25/26 to excused Trustee Simon from the July 17, 2025, board meeting as stated.

Vote: 5/0/1

Aye: Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: Simon

Absent: Cassar

IX. FIRST READING – BOARD POLICIES

A. Board Policy 2305 – Annual Organizational Meeting

B. Board Policy 3820 – Gifts

Proposed edits to Board Policies 2305 and 3820 were reviewed and discussed, and the policies will be placed on a future agenda for adoption by the board.

X. INFORMATION

A. Report Update of Emergency Declaration and Emergency Actions for Sinkhole at the San Elijo Campus Main Roadway

An update was provided for information. The sinkhole repair has been completed.

B. Report Update of Emergency Declaration and Emergency Actions for Water Leak in Building 4800 at Oceanside Campus

An update was provided for information. The necessary work has been completed.

C. 2025/26 Board Goals

The 2025/26 board goals were provided for information.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees have been actively engaging in various events and legislative efforts to support students and strengthen connections across the district.

All trustees attended All College Day and expressed appreciation for the high level of engagement and the inspiring and collective energy of the day. They also appreciated the clever “spaces” video that PIO produced and shared.

Trustee Simon attended the LVN Pinning Ceremony, noting how meaningful it was to hear the stories and share in the excitement. She, along with Trustee Clendening, attended the Associate Faculty Welcome Session.

Trustee Clendening attended Welcome Fest and was inspired by the number of students and families who participated. She also joined the CSU San Marcos Integrated Sciences ribbon-cutting, supported the August 2 NAACP backpack event hosted at MiraCosta, and attended the Welcome Fest on July 19.

Trustee Conklin attended some community events and enjoyed some personal time off this summer.

Trustee Merchat attended the Boys & Girls Club event for Coastal North County.

Trustee Pedroza wished everyone a successful semester, noting that students are in great hands.

Trustee Crosbie expressed appreciation for the dedication MiraCosta shows its students. She also offered a lighthearted shout-out to the always-thoughtful refreshments provided at campus events.

B. Students

Student Trustee Federico Caion Demaestri reported Welcome Week kicked off with Spartan Connect and an ASG meet and greet, both drawing strong student participation. On August 8, ASG held its annual retreat where student leaders set the foundation for this year's goals and received training on the Brown Act and Robert's Rules of Order. Just a few days later, on August 11, student leaders participated in the Fall Student Leadership Conference, which was well attended and provided meaningful development opportunities. ASG anticipates having a full board by the end of the week, with shared governance assignments being finalized through a new approach designed to reduce turnover. Over the summer, Phi Theta Kappa also held leadership planning meetings, now moving forward under the direction of its co-presidents. In addition, ASG leaders attended the statewide CCLC Student Trustee Workshop in Ontario, where about 80 student trustees came together to collaborate, strengthen advocacy efforts, and learn effective strategies for communicating with state leaders in Sacramento the Student Government

C. Classified Employees

Classified Senate (CS) President Carl Banks shared how impressive All College Day was, and he noted it was a great reset for the new academic year.

On July 22, the CS held its retreat, where members reflected on the important work being done and recognized the need to better communicate those efforts. The CS is committed to celebrating wins, sharing updates more effectively, and ensuring classified professionals feel connected. To support this, the SharePoint portal has been updated to be more streamlined and user-friendly, and work is underway to refresh the website to be more forward-facing. Beginning this month, the CS will also release a monthly newsletter.

On September 18, the Senate will join administrators for a Caring Campus session. In addition, applications are now open through August 22 for the Classified Senate Leadership Program, which helps classified professionals prepare for future leadership roles within the Senate.

D. Faculty

Academic Senate (AS) President Curry Mitchell introduced Jim Sullivan as the Vice President of the Senate and acknowledged him for his partnership as we work to align goals and ensure a smooth leadership transition.

Flex Week was a great success, with sessions strategically organized by themes to support faculty development. New Joyful Teacher in Residence Erica Duran continues to send weekly emails, with this week's message reminding faculty to help students reflect on why they are here and the importance of their educational journey.

On August 22, the AS will vote on the academic calendar recommendation, marking an important milestone in a three-year process. AS will also be following up on discussions around the priorities identified at their recent retreat. The energy from All College Day continues to be felt across campus as students are welcomed into the new semester.

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported enrollment is up almost 3 percent in FTES and over 3 percent in headcount from last fall, continuing our work in enrollment planning and management for sustainable growth. We are still combating fraudulent enrollment, but we are in the early stages of software implementation to help mitigate these fraudsters. This is also the first semester of common course numbering and Cal-GETC implementation, and we are monitoring enrollment trends to see what long-term impacts we will see as a result of these changes. The Library and Learning Commons is also happy to let the board know that, based on feedback from our students, the Oceanside operation hours were expanded and will be 8 a.m. - 8 p.m. Monday through Thursday, and 8 a.m. - 4 p.m. Friday. San Elijo hours are 9 a.m. - 5 p.m. Monday through Thursday, and morning and evening hours until 6:30 p.m. at CLC.

2. Student Services

Assistant Superintendent/Vice President Wojcik gave a heartfelt thank you to all of our classified professionals, faculty, and counselors who have been working diligently throughout the summer to ensure a warm and supportive welcome for our students. This week has been busy—in the best way—with Welcome Centers buzzing and staff going above and beyond to help students navigate the start of the semester. Welcome Fest drew over 900 attendees, and the Help Hut recorded more than 3,000 student interactions, a clear reflection of our community's dedication.

In parallel, we've been working hard to engage prospective students. This week, the district launched a new lead nurture campaign through TargetX, aimed at reaching students who began—but did not complete—the CCCApply application. The goal is to offer timely support and guide them through the enrollment process.

The Academic Proctoring Center has remained equally active, administering over 3,000 exams in spring and serving more than 1,100 students. With more faculty utilizing the center this fall, we anticipate an increase in demand. In response to student needs, we've also launched Saturday academic counseling appointments, which have proven to be a popular addition. All student services were available last Saturday to ensure maximum access and flexibility.

Lastly, we're excited to share that fall athletics are officially scheduled, and all game dates have been added to the campus calendar. We encourage everyone to come out and support our teams—the energy and spirit at these games truly capture what makes MiraCosta special.

3. Administrative Services

Assistant Superintendent/Vice President Gomez reported the district officially closed the books for the 2024/25 fiscal year and successfully met the state-mandated 50 percent compliance requirement, achieving a final rate of 50.14 percent. This important milestone reflects the collaborative efforts of many, and sincere thanks go out to all colleagues who contributed to the successful close-out.

In other updates, the procurement process for a new food service provider is now underway. To ensure transparency and gather valuable community input, public forums will be scheduled as part of the selection process.

Facilities improvements continue across campus. Most parking lots are now open and accessible; however, the lot near the gym remains closed due to the ongoing solar installation project. That area is expected to reopen by December 2025, restoring full access to parking in that zone.

4. Human Resources

Assistant Superintendent/Vice President Schwartzkopf reminded MiraCostans that open enrollment closes tomorrow.

The district is excited to launch a new applicant tracking system on August 25. This system will streamline the application process for prospective employees, offering a one-stop shop that improves the user experience and increasing the likelihood that applicants complete and submit their applications.

Additionally, the district is preparing to launch the RFP process for a comprehensive classification and compensation study. This important initiative will begin in the coming month and supports our ongoing commitment to equity, transparency, and fair compensation practices

F. Superintendent/President

Superintendent/President Cooke provided a written division report. The past few weeks have been a whirlwind of activity—even before Flex Week officially kicked off. One major milestone included the training of 140 student tutors to support our learning centers. These student leaders are not only essential to academic support but are also growing through professional development opportunities. As mentioned earlier, student leaders and ambassadors also participated in team building and leadership activities.

Thanks to the flexibility and collaboration of the entire team, this year's Welcome Fest was a great success. Staff members quickly adapted to changing needs to ensure students were welcomed, supported, and enrolled in the classes they needed. Dr. Cooke gave a heartfelt thank you to everyone who helped make this event possible.

The Foundation recently hosted a meaningful event for MiraCosta retirees, many of whom toured the new Student Services Building for the first time. Their pride in MiraCosta was evident; they remain enthusiastic ambassadors for our college and expressed a strong interest in staying connected to our mission.

Tomorrow marks a special moment as Dr. Cooke meets with the Foundation president, the incoming president, and the executor of Teresia Heyden's estate. We will show how her legacy and art supports our nursing programs and students.

As always, there is a great deal happening across our District. Dr. Cooke expressed her pride and gratitude for the collective work we do to serve students and our community every day. She thanked all and wished everyone a wonderful semester.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. ADJOURNMENT

The meeting adjourned at 6:07 p.m.

MINUTES APPROVAL:

Raye Clendening
Vice President

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