



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

MINUTES OF ORGANIZATIONAL MEETING

DECEMBER 15, 2022
(Approved January 26, 2023)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, December 15, 2022, in-person in the Boardroom, Room OCT 200, at the Oceanside Campus. Vice President Frank Merchat called the meeting to order at 4:05 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	George McNeil
Raye Clendening	Frank Merchat
William Fischer	Inayah Abdulmateen (Student Trustee)

Board members absent:

Anna Pedroza
Jacqueline Simon

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Tim Flood
Assistant Superintendent/Vice President Charlie Ng
Assistant Superintendent/Vice President Denée Pescarmona
Assistant Superintendent/Vice President Alketa Wojcik

III. BOARD ORGANIZATIONAL ACTION

A. Administer Oath of Office to Board Members

Dr. Cooke administered the oath of office to re-elected Trustees Cassar, Clendening, and Fischer. The oath of office will be administered to re-elected Trustee Pedroza at a future meeting of the board.

B. Election of Officers

1. President

By motion of Trustee McNeil, seconded by Trustee Clendening, Frank Merchat was elected as president of the board of trustees for 2023.

Vote: 5/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat

Abstentions: None

Absent: Pedroza, Simon

2. Vice President

By motion of Trustee McNeil, seconded by Trustee Clendening, Rick Cassar was elected as vice president of the board of trustees for 2023.

Vote: 5/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat

Abstentions: Pedroza

Absent: Pedroza, Simon

3. Board Secretary and Assistant Board Secretary

By motion of Trustee McNeil, seconded by Trustee Cassar, 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 2023 organizational board meeting.

Vote: 5/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat

Abstentions: None

Absent: Pedroza, Simon

Trustee Fischer left the meeting at 4:10 p.m.

C. Fix Dates, Times, and Locations of 2023 Board Meetings

By motion of Trustee McNeil, seconded by Trustee Cassar, the 2023 board meeting schedule was approved, as presented. Regular meetings will begin at 4 p.m.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

IV. APPROVE MEETING MINUTES

A. Workshop of November 3, 2022

B. Special Meeting of November 16, 2022

C. Special Meeting/Closed Session of November 17, 2022

D. Regular Meeting of November 17, 2022

By motion of Trustee Clendening, seconded by Trustee McNeil, the board approved the workshop minutes of November 3, 2022, the special meeting minutes of November 16, 2022, the special meeting/closed session minutes of November 17, 2022, and the regular meeting minutes of November 17, 2022 .

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. Foundation Update

Vice President of Institutional Advancement Shannon Stubblefield recapped the Office of Advancement and Foundation accomplishments over the past year and reviewed the institutional advancement structure. Educational opportunities for all is the vision of the

Foundation Board. Data and outcomes demonstrate that financial support directly affects the successful completion for our students.

Stubblefield noted the Foundation budget is just over \$2M, and 66 percent of that comes from charitable contributions. This is remarkable, because 50 percent of the charitable contributions come from individuals, many of whom are staff, retirees, and board members.

With supporting students as the number one goal by raising funds that are flexible to meet the needs of students, the comprehensive campaign was launched in 2018. Since that time, 70 percent of the \$10M goal has been reached. The Foundation continues to work to close that gap and reach the goal.

B. Facilities Update

Assistant Superintendent/Vice President Tim Flood, Facilities Director Tom Macias, and Kitchell Program Manager David Dunn provided an update on the progress of the district's capital construction program. An overview of the Measure MM program status summary and our program values and budget information was provided. A total of 42 projects were approved, with 14 projects completed to date.

Tom Macias reviewed the Community Learning Center project completion list and planning status. He noted that four of the five CLC construction projects have been completed; the fifth project should be completed this spring.

Macias reviewed the project completion list and planning status for the San Elijo Campus. Of the total of 13 projects, 10 have been completed. He noted that most of the campus was touched in some way.

David Dunn provided an overview of the Oceanside Campus project completion list and planning status. Two projects have been completed, with seven active substantial construction projects currently in progress. An overview was provided of the work expected over the next six months. The final touches on the Administration Building are being done, and the Health and Wellness Hub and the new Student Services Building and the Chemistry and Biotechnology Building are well underway. The swing space trailer village is also being modified for its next occupants, and the new Arts Media construction groundbreaking is expected in February. A decision was made to replace the 3100 Building with a new building, based on limited DSA choices. This decision resulted in all three buildings needing to be new construction with a significant cost increase for the project that had not been anticipated.

The local hire and small/highly underutilized business (SHUB) enterprise contract award and value data was shared, as this has been an ongoing priority for the board. Almost 93 percent of hired firms are local, which ensures that MM expenditures benefit the local businesses and people within our community. It was noted that the small and underutilized number has gone down due to the very large types of projects we're currently working on. Subcontracts, however, are continuing to go to small businesses.

Flood shared the Measure MM and Series C bond sale synopsis. All \$455M of the bond sales have been issued. We kept our promise to ensure we stay under \$14.99 per \$100,000 of assessed value, and we sold a total of three rather than four series of bonds to leverage our capital and ramp up the number of projects simultaneously being completed. This saved taxpayers \$153M, which is great news. It was also noted that, due to our AAA rating, these bonds were highly sought after, with \$461M requests for our \$100M Series C authorization.

Cooke thanked the Administrative Services Division and Kitchell who have managed the funds and the projects in a prudent manner, especially given the extra challenges due to the escalation of costs, supply chain issues, and Covid.

VIII. CONSENT ITEMS

- A. **Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. **Approve Classification of New Positions and Job Descriptions (Clinical Case Manager and Assistant Business Systems Analyst)**
- C. **Ratify Memorandum of Understanding 22-05 with the Faculty Assembly**
- D. **Ratify Memorandum of Understanding 22-06 with the Faculty Assembly**
- E. **Approve Reorganization of Student Equity**
- F. **Approve Sabbatical Leave Recommendations for FY 2023/24**
- G. **Approve Updated Course Agreement with Carlsbad Unified School District for the Spring 2023 Dual Enrollment Program**
- H. **Spring 2023 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program**
- I. **Approve Updated Course Agreement with San Dieguito Union High School District for the Spring 2023 Dual Enrollment Program**
- J. **Ratify Approval of Guaranteed Maximum Price (GMP) and Execution of Change Order to the Design Build Contract for Oceanside Reno Building 1200 Library Project Memorializing Same**
- K. **Approve San Elijo's Farmers Market Agreement**
- L. **Approve American Institute for Foreign Study (AIFS) Faculty-Led Study Abroad to Florence, Italy – Summer 2023**
- M. **Approve Career America, LLC (dba Ocelot) Chatbot Software Contract**
- N. **Approve SocialTech.ai LLC Agreement**
- O. **Approve Dovetail Arts Media Project Agreement Amendment**
- P. **Approve WRD Consulting Services, LLC, for Grant Management Consulting Services Contract**
- Q. **Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee McNeil, seconded by Trustee Cassar, consent items A-Q were approved.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat,

Abstentions: None

Absent: Fischer, Pedroza, Simon

IX. ACTION

- A. **Public Hearing: 4:00 p.m. – Grant of Easement to SDG&E for Installation of Electric Vehicle Charging Facilities on Oceanside Campus**

The public hearing began at 5:10 p.m. There were no public comments.

- B. **Adopt Resolution No. 6-22/23: Grant Easements to SDG&E for Electrical Facilities and Infrastructure**

By motion of Trustee Clendening, seconded by Trustee McNeil, the board adopted Resolution No. 6-22/23 for grant easements to SDG&E for electrical facilities and infrastructure.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

C. Adopt Resolution No. 7-22/23 to Withdraw Membership in Schools Excess Liability Fund Effective July 1, 2023

By motion of Trustee McNeil, seconded by Trustee Cassar, the board adopted Resolution No. 7-22/23 to withdraw membership in schools excess liability fund as stated.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 7270 – Student Workers

B. Board Policy 7280 – Employee Recognition

By motion of Trustee McNeil, seconded by Trustee Clendening, Board Policies 7270 and 7280 were adopted.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

XI. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5040 – Student Records, Directory Information, and Privacy

By motion of Trustee McNeil, seconded by Trustee Cassar, Board Policy 5040 was adopted.

Vote: 4/0/0

Aye: Cassar, Clendening, McNeil, Merchat

Abstentions: None

Absent: Fischer, Pedroza, Simon

XII. INFORMATION

A. Spring, Summer, and Fall 2021 Credit Graduate List

The spring, summer, and fall 2021 credit graduate list was provided for information.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee McNeil attended the Athletics Award ceremony, and he touted the league win by the men's soccer team, as well as the second place in the league for the women's soccer team. He also commended the rugby team, as well as the men's basketball team triumph in their game with Santa Ana. Additionally, Trustee McNeil attended a RAFFY event and the nursing pinning ceremony.

Trustees Cassar, Clendening, McNeil, and Simon attended the classified year-end luncheon.

Trustee Clendening acknowledged Anna Pedroza's leadership as Board President this past year, and she thanked Trustees Merchat and Cassar for stepping up for their new roles as board president and vice president, respectively.

Trustee Cassar attended a celebration for Mark Evilsizer, outgoing trustee from Palomar College.

Trustee Merchat attended a facilities liaison meeting and acknowledged the Facilities team that pulls off so many projects simultaneously. He attended *The Merry Wives of Windsor* put on by the MiraCosta Theatre Department, which he applauded, and he expressed appreciation for the entire board attending the Vision for Success in person.

B. Students

Student Trustee Inayah Abdulmateen reported ASG will send a representative to the legislative conference in March, will host a team-building and leadership skills retreat, sponsored some finals week events, including wellness workshops co-sponsored with mental health counselors, and provided snacks, scantrons to support students.

C. Classified Employees

Classified Senate (CS) President Carl Banks thanked trustees for approving the release time for the year-end celebration. He shared \$4,219 was raised for the NDN scholarship. Classified Senate is planning a tailgating event to support a MiraCosta athletics activity in the spring.

D. Faculty

Academic Senate (AS) President Leila Safaralian reported AS created two student scholarships: one Academic Senate student scholarship for \$1,000 that will be offered each spring and a second scholarship, in partnership with the Classified Senate and IDEA (Inclusion, Diversity, Equity, and Access), for an NDN student. She reminded all that, in partnership with PDP and the Classified Senate, a “cultivating human connection” event is scheduled for January 19, and all MiraCostans are invited to participate.

E. Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported over one million instruction hours took place this semester in a variety of modalities. Spring enrollment headcount is up 10 percent, and FTES is up almost 13 percent, so we are trending in the right direction. Students are two to one in online versus in-person classes. A survey of student preferences was administered, and more than 2,700 students responded. Of those who responded, 40 percent prefer online courses, while 40 percent want to be on campus, and 10 percent aren't sure. They have indicated they want flexibility with their classes and services. Some students from out of the area are enrolling in our online courses. We're in the process of becoming part of the California Virtual Campus Teaching College to accommodate the flexibility that students are looking for.

2. Student Services

Assistant Superintendent/Vice President Wojcik reported flexibility is also needed for both online and in-person support services. She thanked those who supported the holiday angels and also EOPS for organizing this program for children and their families.

3. Administrative Services

Assistant Superintendent/Vice President Flood reported a number of long-time staff members are retiring, and he thanked them for their many years of service. Financial audits will be submitted to the Chancellor's Office by December 31. He appreciates all those who are packing and moving so that construction projects can continue and be completed.

4. Human Resources

Assistant Superintendent/Vice President Ng submitted a written report. He thanked Payroll for keeping their services available while in temporary spaces. He expressed his appreciation for being part of a stable organization given what we see going on across our state.

F. Superintendent/President

Superintendent/President Cooke reported Wendy Stewart is in her new Chief IDEA role and is working with each of the vice presidents to determine what aspects she can support, and she will also meet with AS and CS. Cooke thanked Chris Tarman, Cindy Dudley, and Aracely Ragazzo for their work on accreditation. The ISER was submitted yesterday. Our last SLO number was 75 percent of courses assessed within the last five years, however, we hope to be at fully complete this spring as the accreditation team begins their work.

One MiraCosta biomanufacturing student will be recognized at the community College Baccalaureate Association National Conference in spring. Another student will be honored as a DREAM scholar at the DREAM Conference in Chicago.

Cooke acknowledged Linda Kurokawa, who was honored by the North County EDC for her work at the TCI. Sudershan Shaunak was also recognized for his exceptional leadership as he is retiring from the SBDC after 21 years of service to the district.

Cooke spoke at the League for Innovation Executive Leadership Institute with other innovative, transformative higher education leaders. Other participants wanted to hear more about our Futures work, which no other community colleges are approaching in this systematic way.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XV. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

MINUTES APPROVAL:

Frank Merchat
Vice President

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