



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

**REGULAR MEETING
4 P.M. – THURSDAY, April 17, 2025
COMMUNITY ROOM – COMMUNITY LEARNING CENTER
1831 MISSION AVENUE – OCEANSIDE, CA**

AGENDA

- I. CALL TO ORDER**
- II. FLAG SALUTE / ROLL CALL**
- III. APPROVE MEETING MINUTES**

- A. Special Meeting/Closed Session of March 27, 2025
- B. Workshop of March 27, 2025
- C. Regular Meeting of March 27, 2025

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

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. Consent items are considered routine and customary district business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

ITEMS NOT ON THE AGENDA: Members of the audience may address the Board of Trustees on any topic not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff (superintendent/president) or other resources for factual information, request staff (superintendent/president) to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff (superintendent/president) to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

DECORUM: Board Policy 2355 requires members of the public to observe order and decorum at board meetings and to conduct themselves in a courteous manner, avoiding profanity, obscenity, other abusive language, and threats of violence. The board president, as presiding officer, has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Speakers shall speak to the issues and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the district. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any assembly or meeting with lawful authority.

- V. CHANGES IN AGENDA ORDER**
- VI. PRESENTATIONS**

- A. Career Education Update: Focus on Media Arts and Technology

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Employment Contract for Professional Expert
- C. Approve Classification of New Position and Job Description for Academic Services Specialist
- D. Approve Increase to Hourly Pay Rates for College for Kids Counselors
- E. Approve Out of Country Travel Request - David Parker
- F. Approve Curriculum, Part III for 2025-2026 Catalog
- G. Approve 2025/26 Instructional Material Fees List
- H. Approve Renewal of Okta Identity and Access Management Security Software Licensing Subscription, Technical Support Services, and Maintenance
- I. Approve Purchase through Community College Library Consortium for FY2026
- J. Ratify Contracts and Approve Purchase Orders – February 21 through March 20, 2025

VIII. ACTION ITEMS

- A. Adopt Resolution No. 16-24/25 – Excuse Board Member Absence
- B. Adopt Resolution No. 14-24/25 - Authorizing Purchase of Blackbaud, Inc. Customer Relations Management Software
- C. Appoint Independent Citizens' Bond Oversight Committee Members
- D. Adopt Resolution No. 15-24/25 to Appoint New PARS Plan Administrator

IX. PERIODIC REVIEW – BOARD POLICIES (action required)

- A. Board Policy 4050 – Articulation

X. INFORMATION

- A. Independent Citizen's Bond Oversight Committee Annual Report
- B. Recommendation to Change from Flexible Academic Calendar to a Compressed Flexible Academic Calendar

XI. COLLEGE-RELATED REPORTS

- A. Trustees Activities
- B. Students
- C. Classified Employees
- D. Faculty
- E. Vice Presidents
 - 1. Instructional Services
 - 2. Student Services
 - 3. Administrative Services
 - 4. Human Resources
- F. Office of the President
- G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING

4 p.m. May 8, 2025

**Board Workshop
Oceanside Campus**

Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the assistant board secretary, 760.795.6610, 760.757.2121, extension 6610, or 619.755.5155, extension 6610. The California Relay Service is available by dialing 711 or 800-735-2929 or 800-735-2922.

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's website at <http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm>. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Jeanne Koschwanez, executive assistant to the superintendent/president, at 760.795.6610 or by email at jkoschwanez@miracosta.edu.

Audio recordings of board meetings are available upon request. Please contact the MiraCosta College Office of the President at 760.795.6610 or at jkoschwanez@miracosta.edu.



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

One Barnard Drive, Oceanside, CA

MINUTES OF CLOSED SESSION MEETING

**MARCH 27, 2025
(Draft)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, March 27, 2025, in Room 1116 at the San Elijo Campus. President Rick Cassar called the meeting to order at 1 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
Heather Conklin	

Absent: Ann Crosbie, Jackie Simon

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President Hayley Schwartzkopf

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke and Assistant Superintendent/Vice President Schwartzkopf, to discuss the following topics:

A. Conference with Legal Counsel, Anticipated Litigation, Number of Potential Cases: 1

(Pursuant to Government Code Section 54956.9(d)(2))

B. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1

(Pursuant to Government Code section 54957)

C. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke, Assistant Superintendent/Vice President, Human Resources Hayley Schwartzkopf

Employee organizations: All Groups

V. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION

At 1:59 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel, Anticipated Litigation, Number of Potential Cases: 1

(Pursuant to Government Code Section 54956.9(d)(2))

B. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1

(Pursuant to Government Code section 54957)

C. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Hayley
Schwartzkopf

Employee organizations: All Groups

No report.

VI. ADJOURNMENT

The meeting adjourned at 1:59 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING / WORKSHOP

**MARCH 27, 2025
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting/workshop on Thursday, March 27, 2025, in Room 1131 on the San Elijo Campus. President Cassar called the meeting to order at 2:15 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

Ann Crosbie (absent)

Frank Merchat (arrived at 2:30 p.m.)

Anna Pedroza

Jacqueline Simon

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Tim Flood

Assistant Superintendent/Vice President Alketa Wojcik

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. WORKSHOP

A. Shaping the Future: Foundations of Futures Thinking at MiraCosta College

Chief Inclusion, Diversity, Equity, & Accessibility Officer Dr. Wendy Stewart provided a workshop to introduce the core principles of futures thinking and equip the Board of Trustees with foundational knowledge and skills. Dr. Stewart facilitated participation in activities to illustrate how future thinking can be applied in strategic decision-making while also showcasing current and upcoming projects at the college centered on futures thinking.

VI. ADJOURNMENT

The meeting adjourned at 4:00 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

**MARCH 27, 2025
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, March 27, 2025, in Room 1131 on the San Elijo Campus. 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

Ann Crosbie (absent)

Frank Merchat

Anna Pedroza

Jackie Simon

Rahime Demirci (Student Trustee) (absent)

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President Tim Flood

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Alketa Wojcik

Assistant Superintendent/Vice President Hayley Schwartzkopf

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of February 20, 2025

B. Regular Business Meeting of February 20, 2025

By motion of Trustee Clendening, seconded by Trustee Pedroza, the board approved the minutes of the special meeting/closed session of February 20, 2025.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

By motion of Trustee Simon, seconded by Trustee Merchat, the board approved the minutes of the regular business meeting of February 20, 2025.

Vote: 5/0/1

Aye: Cassar, Clendening, Merchat, Pedroza, Simon

Abstentions: Conklin

Absent: Crosbie

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

Director of Public Information & Governmental Relations, Marketing & Communications
Kristen Gonzales played a video of the Chem/Bio Building's Grand Opening from February 27, 2025.

Dr. Al Taccone, San Elijo Site Administrator and Dean, Career Education, welcomed the board to the San Elijo Campus and gave a brief update on current happenings on this campus.

V. CHANGES IN AGENDA ORDER

None

VI. PRESENTATIONS

A. Sabbatical Leave Report – Professor Afifa Zaman

Dr. Zaman shared highlights from her recent sabbatical project, which focused on her doctoral research at the University of Southern California. Her dissertation, Educational Experiences and Psychosocial Well-Being of Newcomer Afghan Refugee Students in California Community Colleges explores the challenges and resilience of students who arrived after August 2021. Drawing from statewide data and in-depth student interviews, Dr. Zaman presented key findings and offered thoughtful recommendations on how community colleges can better support students from refugee backgrounds.

VII. CONSENT ITEMS

- A.** Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B.** Ratify Memorandum of Understanding 25-01 Between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty
- C.** Approve Classification of New Position and Job Description for Clinical Placement Coordinator
- D.** Approve Reorganization of Select Classified Staff Positions in the Art Department
- E.** Approve FF&E Purchase of Outdoor Furniture from Corporate Spaces, Inc. DbA: Parron Hall for Chem/Biotech Building – Oceanside Campus
- F.** Approve Purchase for AV Technology Equipment Replacement, Event Support Hardware and Supplies
- G.** Approve the Purchase of Network Switches/Infrastructure Equipment
- H.** Award Contract for RFP#08-25 Independent Audit Services
- I.** Approve Service Agreement with Clear Digital Labs, LLC for the California Apprenticeship Initiative Digital Marketing Grant
- J.** Approve Award Bid 10-25 Bottled Water – Delivery and Related Products
- K.** Ratify and Approve Contracts and Purchase Orders

By motion of Trustee Merchat, seconded by Trustee Simon, consent items A-K were approved as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

VIII. ACTION ITEMS

A. Adopt Resolution No. 12-24/25 – Excuse Board Member Absence

By motion of Trustee Clendening, seconded by Trustee Merchat, the board adopted Resolution No. 12-24/25 to excuse Trustee Heather Conklin from the February 20, 2025, board meeting.

Vote: 5/0/1

Aye: Cassar, Clendening, Merchat, Pedroza, Simon

Abstentions: Conklin

Absent: Crosbie

B. Approve Submission of the 2025 California Community Colleges Trustee Board Election Ballot

By motion of Trustee Clendening, seconded by Trustee Conklin, the board approved the submission of the 2025 California Community Colleges Trustee Board Election Ballot.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

C. Approve Memorandum of Understanding between the MiraCosta Community College District and the MiraCosta College Foundation

By motion of Trustee Clendening, seconded by Trustee Conklin, the board approved the memorandum of understanding between the MiraCosta Community College District and the MiraCosta College Foundation.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

D. Adopt Resolution No. 13-24/25 to Provisionally Withdraw Membership from the San Diego County Risk Management Worker's Compensation Joint Powers Authority prior to March 31, 2025

By motion of Trustee Merchat, seconded by Trustee Predroza, the Board adopted Resolution No. 13-24/25 to Provisionally Withdraw Membership from the San Diego County Risk Management Worker's Compensation Joint Powers Authority prior to March 31, 2025.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 3250 – Institutional Planning

B. Board Policy 4070 – Course Auditing

C. Board Policy 5052 – Student Open Enrollment

By motion of Trustee Merchat, seconded by Trustee Pedroza, the board adopted Board Policies 3250, 4070, and 5052 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

X. SECOND READ – BOARD POLICIES (Action Required)

A. Board Policy 7110 – Delegation of Authority – Human Resources

By motion of Trustee Conklin, seconded by Trustee Pedroza, the board adopted Board Policy 7110 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

B. Board Policy 7150.1 – Evaluation – Academic Administrators

By motion of Trustee Clendening, seconded by Trustee Pedroza, the board approved the deletion of Board Policy 7150.1 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

C. Board Policy 7160 – Professional Development

By motion of Trustee Clendening, seconded by Trustee Simon, the board adopted Board Policy 7160 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Crosbie

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Merchat attended the Carlsbad Chamber Business Achievement Awards, participated in a meeting of the San Dieguito Alliance, and attended the Knox Williams Memorial, honoring his legacy and contributions. He will be deeply missed.

Trustee Conklin attended her first MiraCosta College Foundation Board Meeting, a CCLC federal update webinar, and the Ribbon Cuttings for Chemistry & Biotechnology and Media Arts.

Trustee Pedroza recently returned from New York, where she presented at a national negotiation conference focused on empowering Classified Professionals, and she attended federal policy webinars and acknowledged MiraCosta's focus on student-centered priorities amid national developments.

Trustee Simon attended the Scholarship Celebration in February, visited the Cardiff Farmers Market to celebrate its second anniversary at MiraCosta College's San Elijo site, and represented the college at the Encinitas State of the City.

Trustee Clendening participated in the January meeting of the MiraCosta College Foundation Board, where she heard more about the impactful workforce development initiatives at the Technology Career Institute (TCI). She also attended the North County African American Women's Association Annual Conference, where Dr. Sunny Cooke

was honored with the Living Legacy Award for her community leadership. And finally, she attended a student-led play at Oceanside High School honoring Willie Buchanan, a MiraCosta College alum.

Board President Cassar spoke at both the Media Arts and Chemistry & Biotechnology Ribbon Cuttings, represented the College at the State of the City in Encinitas, and also attended the play at Oceanside High School honoring Willie Buchanan.

B. Students

Student Trustee Rahime Demirci was absent. However, Dr. Wojcik reported on her behalf that the men's and women's Rugby teams both won 2nd place in the national tournament in which they competed against four-year universities.

C. Classified Employees

Classified Senate President Omar Jimenez, announced the beginning of election season for the Classified Senate. He will name the newly elected Vice President, Secretary, and Senator representatives at the upcoming April Classified Senate meeting. He thanked all who participated in the nomination and voting process.

In addition to celebrating new leadership, the Senate is actively supporting advocacy efforts at the state level to modify Title 5 of the California Education Code. This change would formally recognize classified professionals' role in participatory governance, aligning policy with the collaborative practices across our campuses.

D. Faculty

Academic Senate (AS) President Curry Mitchell thanked Professor Zaman for her sabbatical presentation and congratulated Professor Leila Safaralian for being honored with the prestigious Hayward Award for her outstanding teaching and dedication to students.

He reported the week before spring break featured a full schedule of professional development activities centered around Accessibility Week. This week-long series focused on instructional design, accessibility practices, and strategies to create more inclusive learning environments. The Academic Senate has met once this semester and actively engages in elections and committee assignments. Subcommittees continue to take on critical initiatives, including implementing Common Course Numbering—a significant and collaborative effort.

Additionally, the Equivalency and Sabbatical Leave Committees are working on thoughtful revisions to policies and internal practices to enhance fairness and better meet faculty needs. He thanked all those who contribute to shared governance and academic excellence at MiraCosta.

E. Assistant Superintendents/Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported that we are in the home stretch of the spring semester, with late-start eight-week classes now underway in both credit and noncredit, and enrollment remaining steady. She reported that we are currently in faculty hiring season, and offered her sincere

thanks to faculty chairs, deans, and the HR team for their commitment to a smooth and thoughtful process.

We continue to monitor and address fraudulent enrollment in late-start classes. Meanwhile, we're preparing to launch the summer and fall 2025 class schedule on April 9. Thanks to Curry Mitchell's leadership, the proposed compressed academic calendar is advancing through governance, and the concept is expected to go informationally to the Board in April.

From April 28 through May 22, the Learning Commons will extend its hours to 9 p.m., Monday through Thursday. This pilot aims to gather data on evening usage to inform future planning for student support services.

2. Student Services

Assistant Superintendent/Vice President Wojcik announced that the ASG elections are underway, with strong student engagement. At least five students are running for Student Trustee and six for ASG President. Commencement planning is in full swing with letters sent two weeks ago and already over 300 students have RSVP'd.

The CARE and Food Pantry continues to serve many students, with a consistent line of individuals seeking support. The department launched a Canvas course to help faculty and staff better understand how to connect students with essential resources.

Service Learning is actively collaborating with CSU San Marcos and will host a César Chávez Day event on Friday, April 11.

Lastly, the Girlfriends' Closet event is on Saturday, March 29, at the Oceanside Campus. Open to the entire community, this outreach and service-learning partnership currently accepts donations from the Outreach and Equity Office.

3. Administrative Services

Assistant Superintendent/Vice President Flood reported that Fiscal Services and Purchasing teams have been busy as they prepare for the end of the 2025 fiscal year, and the development of the 2026 fiscal year budget. Kudos and sincere thanks to all the individuals involved for their hard work and attention to detail during this critical period.

On the Facilities front, the solar panel installation project is now underway, and he announced that the campus bridge will reopen by the end of April—an entire month ahead of schedule. He thanked the facilities team and contractors for keeping this project on track.

4. Human Resources

Assistant Superintendent/Vice President Schwartzkopf reported that we have officially launched a new employee onboarding program. The program includes an orientation session next week and a newly developed Onboarding Hub, designed to support new hires with essential resources and information. This platform will continue to grow over time, and she welcomes all feedback to ensure it remains useful and impactful for our campus community.

The Annual Spring Celebration of Excellence will be held on April 18 from 3–4:30 p.m. when we recognize employee achievements and honor our retirees in a meaningful celebration of service and dedication.

F. Superintendent/President

Superintendent/President Cooke reported that yesterday's Media Arts Center Ribbon-Cutting was a tremendous success. She thanked everyone who helped bring this beautiful building, and event, to life. With a strong turnout, an inspiring student speaker (a filmmaker who shared a moving personal story), and engaging displays from faculty artists, the event showcased the vibrancy of our growing Arts Hub, which includes Dance, Theater, Fine Arts, Music, and Media Arts. [KUSI News](#) was onsite and interviewed Dean Jonathan Fohrman, helping to share our story with the broader community.

Last week, she attended the CEO Symposium in Monterey, where statewide college leaders engaged in important discussions on the state budget, legislation, and federal actions. The consensus was clear: we must continue doing the work we're committed to—supporting students and communities across California.

Over the weekend, she participated in the San Diego Regional EDC's planning retreat, engaging in deep conversations about inclusive economic growth, focusing on increasing the number of thriving households, workforce training providing access to good jobs, and supporting small businesses.

Faculty hiring is in full swing and will continue daily through May. Thank you to everyone participating in interviews and for the HR team's support.

The MiraCosta College Foundation hosted a special event to expand its reach and engage potential new donors, further strengthening support for our students and programs.

In all our traditional events celebrating student success, our event planners are taking great care to ensure that celebrations remain meaningful, celebratory, and respectful while prioritizing safety.

An email was recently sent regarding updated guidance from the U.S. Department of Education. As a reminder, MiraCosta remains committed to our core values of equity, inclusion, and student-centered support and complies with California Prop 209 non-discriminatory practices. We continue to advocate for the important functions for community colleges under the Department of Education such as federal financial aid, grants, quality assurance, accountability, and disability support for students.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS



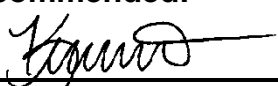

XIII. ADJOURNMENT

The meeting adjourned at 5:39 p.m.

MINUTES APPROVAL:

Rick Cassar
President

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

Subject: Career Education Update: Focus on Media Arts and Technology	Attachment: <u>PowerPoint Presentation</u>
Category: Presentations	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: <u>mcc_mission_statement.pdf (miracosta.edu)</u>	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

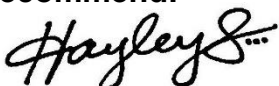

As part of the board's request to review and learn about career education programs, the Media Arts and Technology department will be presenting content related to their overall program, including program innovations, work with employers, and student employment outcomes. The Media Arts and Technology program serves non-traditional students and provides initial and retraining opportunities as technologies change and evolve.

STATUS

Dean Jonathan Fohrman and Associate Dean Ben Gamboa will be joined by faculty in the Media Arts and Technology department to discuss data, challenges, and opportunities for career development.

RECOMMENDATION

For information only.

Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> <div>Information</div> <div style="text-align: center;">✓ Consent</div> <div>Action</div> </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> <div>Goal 1</div> <div>Goal 2</div> <div style="text-align: center;">✓ Goal 3</div> <div>Goal 4</div> </div>
Recommend:  <hr/> Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President



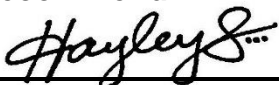
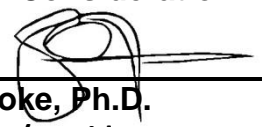
STATUS

1. Retirement of regular classified employee James Jones, Gardener/Groundskeeper, Grounds, position P-00176, effective April 7, 2025.
2. Employment of regular classified employee Ayna Perez, Financial Aid Technician, Financial Aid Department, P-05840, classified salary range 23, step 1, \$6,236.16 per month, full-time, 12 months per year, effective March 24, 2025. Ayna was selected through an open recruitment process.
3. Employee 02010146, in accordance with Board Policy 7345, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the 2024/25 fiscal year. Pursuant to the Classified Senate Working Conditions Manual, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.
4. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Dannia Saldivar	Administrative Support Assistant III	Substitute	Honors	\$32.99/hr	3/31/25	6/30/25
Matthew Robinson	Workshop Presenter	Short-term	EOPS Operations	\$50.00/hr	4/18/25	6/30/25
Vitoria Belz	Apprentice I	Short-term	Chemistry	\$16.50/hr	5/1/25	6/30/25
Devon Jones	Campus Aide II	Substitute	Horticulture	\$18.50/hr	3/24/25	6/30/25
Roseline Sanchez	Apprentice I	Short-term	Chemistry	\$16.50/hr	5/1/25	6/30/25
Daniel Martinez	Campus Aide II	Short-term	Community Ed & Workforce Dev	\$18.50/hr	6/15/25	6/30/25
Madelyn Haines	Apprentice I	Short-term	Chemistry	\$16.50/hr	5/1/25	6/30/25
Daniel Salas	Facilities Event Support Assistant	Short-term	Athletics & Intramurals	\$25.00/hr	4/18/25	6/30/25
David Perez	Gardener / Groundskeeper	Substitute	Grounds	\$28.55/hr	4/8/25	6/30/25

RECOMMENDATION

Ratify recommendations of superintendent/president in approving personnel actions, as stated above.

Subject: Approve Employment Contract for Professional Expert	Attachment: Employment Contract for Professional Expert
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div>
Institutional Goals: mcc.mission.statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2  Goal 3 Goal 4 </div>
Recommend:  <hr/> Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

MiraCosta College administers several grants, including the Small Business Development Center (SBDC) grant. Education Code section 88003.1(b)(2) allows for personal services contracts to be used when services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

STATUS

The following professional expert employment contract is recommended with the term commencing on April 1, 2025–June 30, 2025:

- Dajana Barbiani, Program Advisor II, SBDC, full-time, annual rate \$91,186 (2024/25) professional expert salary schedule). Annual salary will be prorated based on the contract months for the current fiscal year.

RECOMMENDATION

Approve employment contract for professional expert, as stated above.

MiraCosta Community College District PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and Dajana Barbiani ("Barbiani"), an individual, is made as of April 1, 2025.

Recitals

A. The District is authorized by California Education Section 88003.1(b)(2), which provides for personal services contracting when the services to be performed are not available through the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience and ability are not available through the District.

B. The District desires the personal services of Barbiani for the services described in this Agreement and Exhibits.

C. Barbiani warrants and represents that they are competent to perform the duties and responsibilities required by this Agreement and by all applicable laws and regulations.

D. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules and regulations of the District's Governing Board.

E. This Agreement is entered into in accordance with Education Code section 88003.1.

Terms and Conditions

1. Position and Term.

1.1 Position. District agrees to retain Barbiani and Barbiani agrees to be retained by District as Program Advisor II, in the Small Business Development Center. Barbiani has the responsibilities and authority that are associated with Barbiani's position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

1.2 Term. The term of this Agreement is from April 1, 2025 to June 30, 2025, unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. Barbiani shall be paid \$91,186 annually on the professional expert salary schedule. The salary will be prorated for service performed of less than one year. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

2.2 Benefits. Barbiani shall be entitled to the following District benefits:

- Eight (8) hours of vacation accrued per month of service (up to 240 hours annually). Barbiani may accrue up to twice the annual allotment in successive contract years;
- Sick leave at the rate of one (1) day per month of service;
- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time-equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

2.3 Overtime Status. The parties acknowledge and agree that the position of Program Advisor II, Small Business Development Center may require more than 40 hours of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

3. Indemnity. As provided in Government Code sections 825 and 995 et seq.

4. Termination of Agreement Due to Loss of Funding. Barbiani acknowledges and understands that the position of Program Advisor II in the Small Business Development Center is a categorically, grant-funded position. As such, Barbiani's employment is temporary and Barbiani has no right or expectation of permanent employment at any time. As such, if the District loses the funding for the position, or the funding is not renewed, this Agreement shall be terminated effective upon the cessation of the funding for the position. Termination due to a loss or non-renewal of the funding does not trigger the severance pay under Paragraph 5 below.

5. Settlement on Termination of Agreement Without Cause. Regardless of the term of this Agreement, the Superintendent/President may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement Barbiani may receive shall be equal to the monthly salary of multiplied by the number of months left on the unexpired term of this Agreement, or three months, whichever is less, and shall not include non-cash items. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes. District agrees to pay any lump sum cash payment ("Severance Pay"), less legally required for authorized deductions, if applicable, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided to Barbiani, Barbiani shall execute a release and waiver, in a form acceptable to the legal counsel for District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

6. Termination of this Agreement During its Term With Cause. The Superintendent/President may terminate this Agreement during its term and discharge Barbiani if Barbiani commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Barbiani shall cease to receive any form of compensation upon the effective date of termination. The term "cause" is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory

work performance, insubordination, failure to comply with district policy, rules and regulations or other misconduct which interferes with the performance of their duties and responsibilities to the district.

7. Provisions of Government Code Sections 53243.3-53243.4.

7.1. In the event that District provides paid leave to Barbiani pending an investigation of a crime involving abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, Barbiani shall fully reimburse District for any salary provided for that purpose.

7.2. In the event that District provides funds for the legal criminal defense of Barbiani pending an investigation of a crime involving an abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, Barbiani shall fully reimburse District for any funds provided for that purpose.

7.3. In the event that District provides a cash settlement related to the termination of Barbiani as defined in the terms of this Agreement and Barbiani subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Barbiani shall fully reimburse District for any funds provided for that purpose.

7.4. "Abuse of office or position" is defined in Government Code section 53243.4 to mean either of the following:

7.4.1. An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.

7.4.2. A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

8. Miscellaneous Provisions. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

9. Representations and Warranties.

Barbiani represents and warrants that Barbiani:



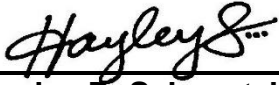
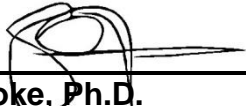
(A) has read this Agreement and understands its provisions; and

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

By: _____
Sunita V. Cooke, Ph.D.
Superintendent/President

Dajana Barbiani
Program Advisor II
Small Business Development Center

Subject: Approve Classification of New Position and Job Description for Academic Services Specialist	Attachment: Job Description: Academic Services Specialist
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommend:  <hr/> Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

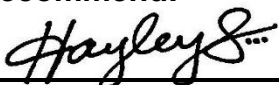

The Academic Services Specialist position has been developed to address the ongoing operational needs of the Instructional Services Division. This role assists with the planning and implementation of a specialized area of Instructional Services, including providing specialized program information, informing students about college programs and services, and directing students to appropriate resources.

STATUS

Human Resources recommends to the superintendent/president, classification of range 21 for the Academic Services Specialist, effective May 1, 2025.

RECOMMENDATION

Approve classification of a new position and job description for Academic Services Specialist, as stated above.

Subject: Approve Increase to Hourly Pay Rates for College for Kids Counselors	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action <input type="checkbox"/>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
Recommend:  Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

College for Kids at MiraCosta College is a dynamic summer program designed for children ages 6 to 16 that is run each summer by the Community Education and Workforce Development Department. The program offers a range of fun and educational activities in subjects such as Art, Science, Music, Coding and Programming, the Business of Babysitting, and more. The hourly pay rates for the College for Kids counselor positions have not been reviewed since 2023 and are recommended for an increase from \$17 to \$18.50 per hour. There is no requested change to the Lead Counselor position.



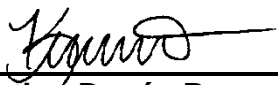

STATUS

Effective June 1, 2025, the following hourly rates of pay will be in effect for the College for Kids counselor and lead counselor positions.

Title	Hourly Rates June 1, 2023	Hourly Rates June 1, 2025
College for Kids Counselor	\$17.00	\$18.50
College for Kids Lead Counselor	\$22.00	\$22.00

RECOMMENDATION

Approve increase to hourly pay rates for College for Kids counselor positions effective June 1, 2025, as stated above.

Subject: Approve Out-of-Country Travel Request - David Parker	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent  Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2 Goal 3  Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



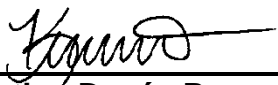

In compliance with Board Policy 7400, Employee Travel, MiraCosta College full-time faculty member, David Parker is requesting approval to travel to Venice, Italy from Florence, Italy to attend the International Architecture Exhibition or Venice Biennale Architettura. This exhibition showcases what is happening around the world in architecture and addresses issues, problems and solutions for what is facing not only the profession but the greater society in which architecture has an impact. Professor Parker is teaching courses in Architectural Drawing and Design and is part of the study abroad program in Florence, Italy. This travel will take place from Friday, July 4 to Sunday, July 6, 2025.

STATUS

The International Architecture Exhibition focuses on curriculum and teaching. This showcase happens every two years in Venice, Italy and usually requires two or three days to visit all the pavilions and exhibits from architects and designers from around the world. It will be very enlightening to visit and learn what other countries and architects are doing to address some of the major issues facing the world and to keep informed about the current and future state of the profession. Attendance will provide Professor Parker with fresh ideas and insights for students through the courses he teaches in architecture.

RECOMMENDATION

Approve David Parker to travel out of the country to Venice, Italy from July 4 to July 6, 2025, to attend the *International Architecture Exhibition*. Cost not to exceed \$1,000, which will be covered by the faculty member's professional development funds.

Subject: Approve Curriculum, Part III for 2025-2026 Catalog	Attachment: 2025-2026 Approved Courses & Programs for Board-Part III
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div>
Institutional Goals: mcc.mission.statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with Board Policy 4020, the MiraCosta Community College District Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, and this effort is coordinated by the Instructional Services Division. Title 5 regulations stipulate the Academic Senate is responsible for academic and professional matters, which include curriculum and educational program development. The Courses and Programs Committee (CPC), consisting primarily of faculty, exists for the purpose of making recommendations pertaining to the programs and courses offered by the college.

The CPC convened on March 13, 2025, and March 27, 2025. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

- 1) The faculty author initiates a proposal to modify, add, or delete a course or program. Once the proposal is complete, the faculty author forwards it to the next stage (Senior Curriculum and Accreditation Specialist).
- 2) The senior curriculum and accreditation specialist reviews the proposal and works closely with the faculty author to assist in writing high-quality course outlines; they then forward the proposal to the articulation officer.
- 3) The articulation officer reviews for potential CSU/UC transfer; the articulation officer then forwards the proposal to the department chair.
- 4) The department chair reviews the proposal for discipline- and department-specific impact, encroachment, accuracy, and completeness; the department chair then forwards the proposal to the instructional dean.

- 5) The dean reviews the curriculum for interdepartmental and college-wide impact, encroachment, and, when appropriate, local workforce needs. Deans also check for accuracy, completeness, and impact on divisional load; the instructional dean then forwards the proposal to the Technical Review Committee (Tech Review).
- 6) Tech Review evaluates the curriculum for:
 - consistency and compliance with local and state curriculum writing and content standards
 - state standards pertaining to prerequisites, corequisites, and advisories
 - state and local standards and guidelines pertaining to repeatability and courses related in content
 - state standards pertaining to hours and units
 - local mandates on class size maxima.

Tech Review then forwards the proposal to CPC.

- 7) CPC, by means of careful study and open discussion, assures the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures; once approved the CPC forwards a complete list of courses and programs to the Academic Senate as a consent item.
- 8) Finally, the Academic Senate reviews and approves the curriculum packet.

The CPC submits curriculum to the board for approval in both the fall and spring semesters. Once approved by the board, the curriculum is submitted to the Chancellor's Office for review and approval. By submitting the curriculum on a frequent basis, the curriculum review workload is spread out to allow faculty and staff ample time to review the curriculum.

STATUS





This third curriculum packet is allowing two credit course modifications to come through to be revised to meet the requirement for resubmittal for Cal-GETC general education approval. In addition, one new certificate of achievement, California General Education Transfer Curriculum (Cal-GETC), to replace the CSU GE and IGETC pattern certificate of achievements. The Cal-GETC GE transfer pattern is new and takes effect in fall 2025 and replaces the old GE patterns.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2025-2026 Catalog.

2025-2026 Curriculum Approvals						
Effective: August 2025						
Part III						
I. Credit Course Level						
B. Modified Courses						
Department	Subject	Course #	Additional Approvals	Course Title	Units	Date Approved
COMM	COMM	106	O/GE	Group Communication	3	3/27/2025
COMM	COMM	207	O/GE	Interpersonal Communication	3	3/27/2025
Total Credit Course Modifications: 2						

2025-2026 Curriculum Approvals						
Effective: August 2025						
Part III						
II. Certificate and Degree Level						
B. Modified Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
INTR	INTR	COA		California General Education Transfer Curriculum (Cal-GETC)	34-45	3/27/2025
Total Modified Degrees and Certificates: 1						

Subject: Approve 2025/26 Instructional Material Fees List	Attachment: 2025/26 Material Fees List
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with Education Code §76365, Title 5 §59400, students may be required to provide instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and such materials are not solely or exclusively available from the district.

Each academic year the Office of Instruction creates a list of Instructional Material Fees and submits the list to the Courses and Program Committee for review. Once approved by the Courses and Programs Committee, it is forwarded to the Academic Senate for approval.

STATUS

The attached 2025/26 Instructional Material Fees list for fiscal year 2025/26 was updated to include the removal of an archived course and some final adjustments to nursing materials fees as the Nursing Department has transitioned to a different vendor. All other fees remained the same. On February 27, 2025, the list was reviewed and approved by the Courses and Programs Committee. The Academic Senate approved the list on April 4, 2025.

RECOMMENDATION

Approve the attached 2025/26 Instructional Material Fees list.

**Instructional Material Fees
FY 2025-2026**

Reviewed at February 27, 2025 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	103	3D Design	CURRENT	35.00	<p>The fee is used to purchase:</p> <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives.
ART	201	Objects and Ideas in Contemporary Art	CURRENT	35.00	<p>The fee is used to purchase materials for three dimensional art assignments.</p> <p>For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.).</p> <p>Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics and spray adhesives</p>
ART	216	Sculpture	CURRENT	35.00	<p>The fee is used to purchase materials that will be used for in-class assignments.</p> <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal

**Instructional Material Fees
FY 2025-2026**

Reviewed at February 27, 2025 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	217	Figure Sculpture I	CURRENT	35.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.
ART	219	Figure Sculpture II	CURRENT	38.00	Ceramic clay (50lbs), \$20; Acrylic paint, \$10; Hot glue sticks, \$8.
ART	223	Woodworking and Furniture Design I	CURRENT	60.00	The fee is used to purchase: - rev. per AO 2/13/09 - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	65.00	Hardwood, \$40; softwoods, \$20; paints, screw, and adhesives, \$5.
ART	225	Ceramics I	CURRENT	40.00	The fee is used to purchase: - Ceramic tools Clay body High and low fire decorative materials
ART	226	Ceramics II	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	227	Ceramics III	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	228	Ceramics IV	CURRENT	40.00	Clay, \$25, decorative tools and materials, \$10, safety equipment, \$5

**Instructional Material Fees
FY 2025-2026**

Reviewed at February 27, 2025 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	229	Woodworking and Furniture Design III	CURRENT	60.00	Wood, \$60
ART	239	Woodworking and Furniture Design IV	CURRENT	60.00	Wood, \$45, fasteners and adhesives, \$10, decorative materials, \$5
ART	245	Digital Art and Media	CURRENT	20.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
ART	253	Applied Digital Photography	CURRENT	40.00	Fee covers ink and paper to create archival photographic prints on large-format inkjet printers.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	107	Introduction to Design for Performance	CURRENT	45.00	Basic drawing and painting kit - sketchbook, drawing pencils, acrylic paints, brushes (\$15); Drafting kit - architectural scale ruler, t-square, vellum, math set (\$12); Model making supplies - balsa wood sticks matte board, hobby knife, cutting mat, metal ruler (\$18).
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, \$5, 1 neutral costume/shirt, \$10, and fabrics, feathers, balloons, streamers, \$4.50.
DRAM	141	Lighting Design for Theatre, Television, and Film	CURRENT	25.00	Rosco gel swatch book (\$11); 6" adjustable c-wrench (\$5); Tool lanyard (\$9).

**Instructional Material Fees
FY 2025-2026**

Reviewed at February 27, 2025 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
DRAM	146	Costume Design for Theatre, Television, and Film	CURRENT	30.00	Basic sewing kit of needle, thread, scissors, pins, thimble, needle threader, pin cushion (\$12); 2"x18" clear ruler (\$10); Cotton fabrics for one construction project: a small drawstring bag, approximately 14"x14" (\$8).
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	85.00	Ben Nye Makeup Kits (\$78); Makeup cleaner/remover, replacement colors (\$7).
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	50.00	Pine 1x3 and MDF lumber, glue and staples (\$23); Safety glasses and ear plugs (\$16); Paints and brushes (\$11).
NURS	170	Licensed Vocational Nursing I	CURRENT	\$663.48	FA Davis Textbooks and FA Davis online resources for the duration of the program costs approximately \$550. Clinical supplies are \$113.48.
NURS	180	Fundamentals of Nursing	CURRENT	1246.00	Lippincott Full Curriculum Partnership/NurseThink - 1st semester cost (\$1246)
NURS	182	Maternal-Child Nursing	CURRENT	549.00	Lippincott Full Curriculum Partnership/NurseThink - 2nd-4th semester cost (\$549)
NURS	280	Transition for LVN to RN	CURRENT	1151.00	Lippincott Full Curriculum Partnership/NurseThink - 1st semester cost (\$1151)
NURS	281	Medical Surgical Nursing III	CURRENT	549.00	Lippincott Full Curriculum Partnership/NurseThink - 2nd-4th semester cost (\$549)
NURS	283	Medical Surgical Nursing IV	CURRENT	549.00	Lippincott Full Curriculum Partnership/NurseThink - 2nd-4th semester cost (\$549)

Subject: Approve Renewal of Okta Identity and Access Management Security Software Licensing Subscription, Technical Support Services, and Maintenance	Attachment: CDW-G Quote
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent Action </div>
Institutional Goals: <u>mcc_mission_statement.pdf (miracosta.edu)</u>	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In March 2022, the board approved agenda item VIII.G., the implementation purchase of the Okta Identity and Access Management system (IAM) utilized for user single sign-on secure access. Okta provides the authentication function for users to sign into district technology resources securely. The district is in the process of the routine annual renewal of the Okta IAM licensing subscriptions, including technical support services and maintenance.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The Foundation for California Community Colleges (FCCC) agreement with OKTA, Agreement No. 0000-3451 and College Buys-CSU Master Agreement # 00004442 through CDW-G as the authorized reseller, provides the lowest cost and best overall value to the district for technology purchases.

The contract for the IAM security software licensing subscription, technical support services, and maintenance will be for a one-year period of May 15, 2025 – May 14, 2026, at an annual cost of \$129,380.86.

The following security software has been identified with a total list cost before fees and taxes of \$722,800.00. By utilizing the referenced FCCC and College Buys agreements, the software

cost before fees and taxes is \$129,380.86 resulting in an overall negotiated discount of 82 percent.

Funds for the software licensing subscriptions, including technical support services and maintenance, are budgeted within the district's technology budget.

RECOMMENDATION

Authorize the Assistant Superintendent/Vice President Administrative Services to proceed with the procurement of the Okta IAM system software from CDW-G in accordance with the terms and conditions of the FCCC's OKTA Agreement No. Agreement No. 0000-3451 and College Buys-CSU Master Agreement # 00004442 for the annual cost of \$129,380.86.



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

CORNEL RUSTON,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
██████	2/24/2025	OKTA RENEWAL OPTION YEAR 2	██████	\$129,380.86

IMPORTANT - PLEASE READ

Special Instructions: Term: 5/15/25 - 5/14/26
Terms of Service:
<https://www.okta.com/terms-of-service/>
Master Subscription Agreement:
https://www.okta.com/sites/default/files/2025-02/MSA_English_Q1FY26_Online_Terms.pdf

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
OKTA API PROD ENT Mfg. Part#: P000509 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825125	\$38,857.13	\$38,857.13
OKTA API PROD SNGL Mfg. Part#: P000518 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)	1	5825152	\$8,151.90	\$8,151.90
ACAD OKTA API PROD INBOUND Mfg. Part#: P000511 Electronic distribution - NO MEDIA Contract: CigBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	6165040	\$8,580.94	\$8,580.94
OKTA API PROD DIR INT Mfg. Part#: P000510 Electronic distribution - NO MEDIA Contract: CigBuys-CSU Master Agmt #00004442 Catalog (00004442)	1	5825147	\$18,457.13	\$18,457.13

QUOTE DETAILS (CONT.)

OKTA API PROD F EDU ADAPTV MFA	1	6039323	\$14,765.71	\$14,765.71
Mfg. Part#: P000519 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)				
OKTA API PROD F EDU LIFECYCLE MGNT	1	6039319	\$21,533.33	\$21,533.33
Mfg. Part#: P000515 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)				
Okta Preview Sandbox - subscription license - 1 license	1	4808511	\$2,482.79	\$2,482.79
Mfg. Part#: P000009 Electronic distribution - NO MEDIA Contract: FCCC-OKTA Agreement No. 0000-3451 (0000-3451)				
OKTA SILVER PACKAGE SUP	1	7349127	\$16,551.93	\$16,551.93
Mfg. Part#: P001048 Electronic distribution - NO MEDIA Contract: CigBuys-CSU Master Agmt #00004442 Catalog (00004442)				

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$129,380.86
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$129,380.86

PURCHASER BILLING INFO	DELIVER TO
Billing Address: MIRACOSTA COMMUNITY COLLEGE ACCTS PAYABLE 1 BARNARD DR OCEANSIDE, CA 92056-3899 Phone: (760) 757-2121 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: MIRA COSTA COMMUNITY COLLEGE CORNEL RUSTON 1 BARNARD DR OCEANSIDE, CA 92056-3899 Phone: (760) 757-2121 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Brett Bradford | (877) 508-2411 | bretbra@cdwg.com

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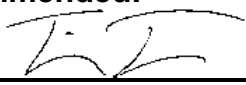

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Subject: Approve Purchase through Community College Library Consortium for FY26	Attachment: None
Category: Consent Items	Type of Board Consideration: Information  Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2  Goal 3 Goal 4
Recommended:  Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Each year, the MiraCosta College Library provides access to a wide range of digital resources that support instruction and research across all disciplines. These resources include electronic periodical databases, streaming media, virtual reference tools, and eBooks. They are accessible to all currently enrolled students and employees at MiraCosta College—both on campus and remotely—and support students enrolled in in-person, hybrid, and online courses at all four district locations.

STATUS


California Education Code 81651 states that the governing board of any community college in accordance with California Education Code 81651, the governing board of a community college district may purchase library materials—such as textbooks, periodicals, software, and media—without requiring bids or estimates.

For the upcoming academic year (July 1, 2025, through June 30, 2026), the Library plans to continue procuring digital resources through the Community College Library Consortium. This statewide cooperative purchasing program, led by the Council of Chief Librarians and the Community College League of California, allows for cost-effective access to high-quality educational materials.

The estimated cost for these resources is approximately \$330,000. Funding will be provided through California lottery funds designated for library materials. Any associated software licensing, technical support, and maintenance costs are already budgeted through the district's technology budget.

RECOMMENDATION

Authorize the assistant superintendent/vice president administrative services to proceed with the purchase of electronic content from the Community College League of California Library Consortium, in an amount not to exceed \$330,000.

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification List
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. (calendar year 2025 = \$114,800.00), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

The policy also requires that no matter what the expected dollar value of a contract for legal or public auditing services, such a contract will be presented to the board for prior approval, unless it is determined by the superintendent/president and the vice president, administrative services, that time is of the essence and that the district's best interests are best served by issuing a contract on an immediate basis. Any such contract issued under these circumstances shall be brought forward to the board for formal approval at the next board meeting.

In accordance with Public Contract Code §22000 et seq. and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Accounting Act (CUPCCAA) with a current bid limit of \$200,000 for construction.

STATUS

The Purchasing and Material Management Department has attached the latest monthly summary of the contracts and purchase orders for the board's ratification and approval as a consent item.

RECOMMENDATION

Ratify and approve contracts and purchase orders, as listed in the attachment.

Contract and Purchase Order Ratification List
February 21, 2025 - March 20, 2025

In accordance with Board Resolutions #13-10/11 and #14-10/11, the following public works transactions were procured in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
25000985	Southern Contracting Company	OC 4400 Transformer Replacement (Fac)	\$29,508.00
25000789	Maurice Gannon	3400 Loading Dock Entrance Repair (Fac)	\$11,500.00
25000788	Maurice Gannon	Lot 4C Dump & Storage Yard Cleanup (Fac)	\$9,425.00
25000878	Maurice Gannon	4C Grading & Usage Layout (Fac)	\$7,800.00

In accordance with BP/AP 6340—Bids and Contracts, Emergency Repair Contracts Without Bid, the following transactions were procured when repairs or alternations are necessary to continue existing classes or to avoid danger of life or property.

Emergency Repair Contracts Without Bid			
PO #	Vendor	Description	Amount
	No entries this month		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

POs from \$25,000 - \$114,800			
PO #	Vendor	Description	Amount
25000892	VWR International LLC	Instructional Equipment (Chem)	\$114,564.41
25000890	Dell (Punchout)	Equipment (ITS)	\$95,596.95
25000768	CDW Government Inc	Equipment (ITS)	\$71,586.13
25000799	Biocom Institute	Contract Services (Wrk Dev)	\$40,000.00
25001072	Power Plus Productions	Contract Services (VP)	\$38,494.50
25000937	Taylor Toledo	Contract Services (Voc Ed)	\$35,725.00
25000891	Community Playthings	Equipment (Child Dev)	\$29,389.88
25000956	CDW Government Inc	Software Renewal (ITS)	\$26,185.54

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive informal quotes (e.g., telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 - \$24,999			
PO #	Vendor	Description	Amount
25001057	Swank Motion Pictures Inc	eResource subscription (Lib)	\$23,100.00
25001077	Motorola Solutions Inc	Equipment (Police)	\$20,293.66
25001083	Southwest Offset Printing	Printing (CEWD)	\$19,756.78
25000729	IBIS World Inc	eResource subscription (Lib)	\$18,720.00
25000986	Brilliant Marketing Ideas	Printing (Adult Ed)	\$18,225.60
25001004	Atlassian Pty Ltd	Software Renewal (ITS)	\$17,425.00
25000831	Cart Mart Inc	Equipment & Supplies (Fac)	\$16,866.01
25001041	Department of General Services	Contract Services (HR)	\$16,000.00
25000849	Cooperative Personnel Services	Contract Services (HR)	\$14,110.00
25000751	Bibliotheca LLC	Software Renewal (ITS)	\$12,672.45

25000957	Sonocent	Software Maintenance (DSPS)	\$12,263.00
25000970	CASAS	Instructional Supplies (Comm Ed)	\$11,624.81
25000756	Total Imaging Solutions, LLC	Equipment (Int'l Ed)	\$10,921.26
25001113	Shaw HR Consulting	Consulting (HR)	\$10,000.00

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include using pre-existing contracts or negotiation to provide maximum value to the district.

POs from \$5,000 - \$9,999			
PO #	Vendor	Description	Amount
25000979	CDW-G (Punchout)	Equipment (Adult Ed)	\$8,724.41
25001115	Edlvent, Inc.	Software Maintenance (Community Ed)	\$8,680.00
25000911	CulinArt Group	Food (Instruct)	\$8,301.08
25000915	Dais Inc	Software Maintenance (ITS)	\$8,250.00
25001040	Digi-Key Corp	Equipment (Nat & Soc Sci)	\$8,205.35
25000795	VWR International LLC	Equipment (Bio)	\$7,945.45
25001062	Laerdal Medical Corporation	Equipment (Nurs)	\$7,864.17
25000894	Dell (Punchout)	Equipment (ITS)	\$7,570.44
25001068	M-PACT MUSIC GROUP, LLC	Contract Services (Music)	\$7,500.00
25000884	Waxie Punchout	Supplies (Fac)	\$7,481.70
25000834	Amazon (Punchout)	Instructional Equipment (Auto)	\$6,741.49
25000846	Dos Rayas, LLC	Contract Services (Std Srvcs)	\$6,700.00
25000968	Store It Cold, Inc.	Equipment (Fac)	\$6,471.19
25000886	WRD Consulting, LLC	Contract Services (Nat & Soc Sci)	\$6,000.00
25000737	ODP Business Solutions (Punchout)	Supplies (Student Serv)	\$5,985.79
25000965	Aztec Landscaping, Inc.	Services (Fac)	\$5,873.00
25001058	Hudson Printing	Bulk Mail (Adult Ed)	\$5,818.96
25000898	Red River Press Inc	Subscription (ESL)	\$5,610.00
25001136	Follett Higher Education Group, LLC	Student Financial Aid (Fin Aid)	\$5,264.52
25000802	Desiree Daugherty	Contract Services (Wrk Dev)	\$5,100.00

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
PO #	Vendor	Description	Amount
	No entries this month		

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
	No entries this month		

Total Contract Expenditures: \$871,841.53			
Ratify MCC purchase orders 25000727 through 25001143			

In accordance with BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following were executed or amended as follows.

MOUs / Grants / Instructional / Miscellaneous Agreements			
Contract #	Other Party	Description	Amount

24000042_SCON	Sharp Healthcare	Sharp Clinical Education Affiliation	\$0.00
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By BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following were executed or amended as follows.

Facilities Use Agreements			
Contract #	Licensee	Description	Amount
25000026_SCON	California Interscholastic Federation	CIF Basketball Championships 2025	\$425.00
25000004_SCON	Palomar College	OC Beach Volleyball Courts	\$0.00
25000029_SCON	San Diego Blood Bank	Blood Bank Drives for FY24-25	\$0.00

Capital Improvement Program Contract and Purchase Order Ratification List
February 21, 2025 - March 20, 2025

In accordance with Board Resolutions #13-10/11 and #14-10/11, the following public works transactions were procured in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
	No entries this month		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

POs Greater Than \$25,000			
PO #	Vendor	Description	Amount
25000767	Kent Schafer	04205 – OCN 3000s Communication Hub – Inspector of Record Services	\$351,120.00
25000896	Elite Relocation Services	04203 OCN Student Services Building – Moving Services	\$30,834.66

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive informal quotes (e.g., telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 - \$24,999			
PO #	Vendor	Description	Amount
	No entries this month		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include using pre-existing contracts or negotiation to provide maximum value to the district.





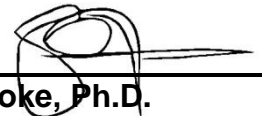
POs from \$0 - \$9,999			
PO #	Vendor	Description	Amount
25000765	Climatec LLC	04207 – OCN B1000 Admin Building – HVAC Controls Programming and Testing	\$5,565.00
25000766	Window Shine SD	04202 – OCN Chem Bio Building - Window Cleaning	\$2,200.00
25000746	Parron Hall Office Interiors	04216 – OCN Library Building – Furniture Purchase	\$2,181.95
25000885	Southwest Mobile Storage	04245 – OCN Solar Project – 10' Container Unit for IOR Office	\$1,647.11
25000745	TBF Investments	04203 – OCN Student Services Building – Food Storage Night Cover Restaurant Supply	\$395.65

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
	Vendor	Description	Amount
	No entries this month		

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
	No entries this month		
Total Contract Expenditures: \$393,944.37			
Ratify purchase orders — 25000767,25000896,25000765,25000766,25000746,25000885,25000745			

Subject: Adopt Resolution No. 16-24/25 – Excuse Board Member Absence	Attachment: Resolution No. 16-24/25 – Excuse Board Member Absence
Category: Action Items	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc mission statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1 Goal 2  Goal 3  Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 2725–Board Member Compensation and Education Code section 72024 establish that a board member may be paid for any meeting when absent if the board by resolution excuses the absence for performance of services for the community college district outside the board meeting, illness, jury duty, or a hardship deemed acceptable to the board.

STATUS

Trustee Ann Crosbie was absent from the board meeting of the MiraCosta Community College District Board of Trustees on March 27, 2025, due to a hardship deemed acceptable to the board.

RECOMMENDATION

Adopt Resolution No. 16-24/25, excusing the absence of Trustee Ann Crosbie from the board meeting on March 27, 2025.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 16-24/25**

EXCUSE BOARD MEMBER ABSENCE

WHEREAS, Trustee Ann Crosbie was absent from a board meeting on March 27, 2025, of the MiraCosta Community College District Board of Trustees, due to a hardship deemed acceptable to the board.

NOW, THEREFORE, BE IT RESOLVED by the MiraCosta Community College District Board of Trustees that the above-noted absence of Trustee Crosbie is excused and that, in accordance with the applicable provisions of Education Code section 72024, no reduction in monthly compensation will be made for the absence.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District of San Diego County, California, this 17th day of April 2025, by the following vote, which constitutes a majority of the Board of Trustees:

AYES:

NOES:

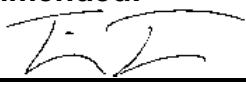
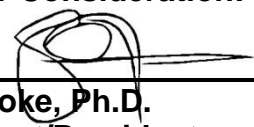
ABSTAINING:

ABSENT:

STATE OF CALIFORNIA)
)
SAN DIEGO)

I, Sunita V. Cooke, Ph.D., Secretary of the Board of Trustees of the MiraCosta Community College District, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Board of Trustees

Subject: Adopt Resolution No. 14-24/25 Authorizing Purchase of Blackbaud, Inc. Customer Relations Management Software	Attachment: Resolution No. 14-24/25 Blackbaud Quote
Category: Action Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent ✓ Action </div>
Institutional Goals: mcc.mission.statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In 2020, the MiraCosta College Foundation evaluated multiple Constituent Relationship Management (CRM) systems and selected Blackbaud, Inc. for its comprehensive features, including event management, memberships, planned giving, volunteer tracking, and wealth insights. Since implementation, the system has been optimized to align with the college's fundraising and engagement strategies, resulting in improved efficiency and increased revenue.

In October 2024, the Foundation committed to funding the CRM through its operating budget, and the district entered into a one-year renewal agreement. Based on continued positive results, district and Foundation staff recommend a five-year agreement with Blackbaud, Inc., as the platform best supports the Office of Advancement's goals—raising awareness of the college, growing support for student and campus programs, and advancing the district's mission to close equity gaps.

STATUS

Under Public Contract Code (PCC) sections 20118 and 20652, public agencies may “piggyback” on contracts awarded by other agencies that used a competitive bidding process. PCC section 20653.5 specifically allows community college districts to purchase materials, supplies, or services under contracts awarded by the University of California (UC) or California State University (CSU).

The district proposes to utilize CSU Master Enabling Agreement (MEA) #C-CSUCO-00000903 with Blackbaud, Inc. to acquire a CRM system. This approach ensures the lowest cost and

best overall value without the need for a separate competitive bid. The negotiated five-year term from October 1, 2025, through October 1, 2030, results in a total cost of \$312,393.88, reflecting a nine percent discount from the original quote of \$340,509.33. Funding is identified in the Foundation's operational budget.

Description	Term	Cost
Year 1 Software Cost	3/1/25 – 2/28/26	\$ 53,338.18
Year 2 Software Cost	3/1/26 – 2/28/27	\$ 57,557.23
Year 3 Software Cost	3/1/27 – 2/29/28	\$ 62,113.82
Year 4 Software Cost	3/1/28 – 2/28/29	\$ 67,034.93
Year 5 Software Cost	3/1/29 – 2/28/30	\$ 72,349.72
Grand Total		\$ 312,393.88

While Public Contract Code generally mandates competitive bidding, courts have consistently held that this requirement does not apply where it would be incongruous, impractical, or yield no public benefit. This principle is supported by case law including *Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348 and *Meakin v. Steveland* (1977) 68 Cal.App.3d 490, which confirm that the intent of competitive bidding statutes is to benefit the public, not hinder efficient procurement where no advantage would result. In this instance, utilizing the CSU MEA achieves both cost savings and operational efficiency, thereby fulfilling the legislative intent of the competitive bidding laws without requiring a duplicative process.

Accordingly, Resolution No. 14-24/25 sets forth the findings of necessity and authorizes the district to enter into the agreement with Blackbaud, Inc. without a separate competitive selection process, consistent with the district's authority under applicable laws and judicial precedent.

RECOMMENDATION

Adopt Resolution No. 14-24/25 authorizing the purchase of Blackbaud, Inc. Customer Relations Management Software and authorize the Assistant Superintendent/Vice President Administrative Services to proceed with the procurement of Blackbaud, Inc. software in the amount of \$312,393.88, in accordance with the terms and conditions of CUS MEA #C-CSUCO-00000903.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 14-24/25
AUTHORIZING PURCHASE OF BLACKBAUD, INC., CUSTOMER RELATIONS
MANAGEMENT SOFTWARE**

WHEREAS, in 2020, the MiraCosta College Foundation (“Foundation”) entered into an agreement with Blackbaud, Inc. to provide Constituent Relationship Management (CRM) software to support donor relations and contribution tracking;

WHEREAS, in October 2024, the Foundation committed to funding the CRM software through its operating budget, and the district entered into a one-year renewal with Blackbaud, Inc. to ensure continuity of services;

WHEREAS, due to ongoing staff training, system optimization, and the critical role the CRM plays in advancement operations, district and Foundation staff have determined that continuing with Blackbaud, Inc. is both necessary and cost-effective, avoiding disruption to business operations;

WHEREAS, Public Contract Code (PCC) sections 20118 and 20652 permit public agencies to “piggyback” on contracts competitively awarded by other public agencies, and PCC section 20653.5 and Education Code section 81646 further authorize community college districts to procure goods and services under contracts awarded by the University of California (UC) or California State University (CSU);

WHEREAS, the CSU entered into Master Enabling Agreement (MEA) #C-CSUCO-00000903 with Blackbaud, Inc. in March 2021 for CRM and related IT services, meeting statutory requirements for competitive bidding;

WHEREAS, the Board finds that the CSU MEA offers favorable pricing and terms that provide the lowest cost and best overall value to the District and Foundation;

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging Co. v. Long Beach (1930) 210 Cal. 348 affirm that competitive bidding requirements do not apply where doing so would be incongruous, impractical, or offer no advantage to the public agency;

WHEREAS, the Board desires to authorize the district to proceed with a five-year agreement under the CSU MEA without a separate competitive selection process;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The foregoing recitals are true and correct and incorporated herein by this reference.
2. The Board of Trustees hereby approves the procurement of CRM software and services from Blackbaud, Inc. for a term of 60 months (October 1, 2025 – October 1, 2030) under the pricing and terms of CSU MEA #C-CSUCO-00000903, as detailed in Attachment A.
3. The board finds that use of the CSU MEA constitutes the most cost-effective and efficient method of procurement for the district and Foundation, in alignment with applicable law and judicial precedent.
4. The board authorizes the Superintendent/President or designee to execute all agreements and documents necessary to implement this purchase and carry out the intent of this resolution.

5. The board delegates authority to the district's Assistant Superintendent/Vice President Administrative Services Assistant Superintendent/Vice President Administrative Services to negotiate, execute, and deliver the related documents necessary to effectuate the agreement, subject to board ratification.

DATED, SIGNED AND APPROVED this 17th day of April 2025.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Rick Cassar
President, Board of Trustees

Attest:

By: _____
Sunita V. Cooke, Ph.D.,
Secretary, Board of Trustees

STATE OF CALIFORNIA)

)ss

SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 14-24/25, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 17th day of April 2025, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By _____
Sunita V. Cooke, Ph.D.,
Superintendent President



65 Fairchild Street, Charleston, SC 29492

Renewal Form



PO Number:

**Bill To:**

Elizabeth Lurenana
Mira Costa College
1 Barnard Dr
Oceanside, CA 92056-3820 USA

Purchased By:

Elizabeth Lurenana
Mira Costa College
1 Barnard Dr
Oceanside, CA 92056-3820 USA

Quoted Fees Valid Until: 08/17/2025
Effective Date: 10/01/2025
Currency: USD
Payment Terms: Net 15

Subscriptions

Net Selling Price

Blackbaud Advanced Wealth Insights Sol

17,500 Each
Included: ResearchPoint Learn More

Billed: Annual
Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030

Year 1:	\$5,684.00
Year 2:	\$6,138.72
Year 3:	\$6,629.82
Year 4:	\$7,160.21
Year 5:	\$7,733.02

Deceased and Address Accelerator RE NXT

25,000 Records

Billed: Annual
Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030

Year 1:	\$1,757.94
Year 2:	\$1,898.57
Year 3:	\$2,050.46
Year 4:	\$2,214.50
Year 5:	\$2,391.66

JustGiving from Blackbaud

Included: JustGiving eLearning Library, Payment Processing, JustGiving from

Billed: Annual
Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030

Year 1:	\$0.00
Year 2:	\$0.00
Year 3:	\$0.00
Year 4:	\$0.00
Year 5:	\$0.00

BBNC Essentials Bundle

Included: Payment Processing, Learn, Web Hosting, BBNC Custom SSL

Billed: Annual
Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030

Year 1:	\$22,267.23
Year 2:	\$24,048.61
Year 3:	\$25,972.50
Year 4:	\$28,050.30
Year 5:	\$30,294.33

Payment Enablement Fee

Billed: Annual
Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030

Year 1:	\$600.00
Year 2:	\$600.00
Year 3:	\$600.00
Year 4:	\$600.00

	Year 5:	\$600.00
RE NXT Learn More	Year 1:	\$2,443.54
17,500 Records	Year 2:	\$2,639.02
<i>Billed: Annual</i>	Year 3:	\$2,850.14
<i>Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030</i>	Year 4:	\$3,078.15
	Year 5:	\$3,324.40
RE NXT Pro PAE Offer	Year 1:	\$20,585.47
17,500 Records	Year 2:	\$22,232.31
Included: RE NXT Email powered by Blackbaud SKY, SKY Reporting Entitlement, EFT, Tribute, Payment Processing, RE NXT eLibrary, Planned Gift Tracker, Search, Events, Alum for Alumni/ae Tracking, Membership, Volunteer, ResearchPoint, DES Internal Allocation NXT, RE NXT Pro	Year 3:	\$24,010.90
<i>Billed: Annual</i>	Year 4:	\$25,931.77
<i>Contract term: 60 months Start Date: 10/1/2025 End Date: 9/30/2030</i>	Year 5:	\$28,006.31

Renewal Order Totals:	Year 1:	\$53,338.18
	Year 2:	\$57,557.23
	Year 3:	\$62,113.82
	Year 4:	\$67,034.93
	Year 5:	\$72,349.72

Usage Allowance

RE NXT Pro 17,500 Records

General Terms

Enter text here to overwrite the above PO Number or add a note to the invoice:

This Order Form is governed by the Master Enabling Agreement entered into between the Trustees of the California State University and Blackbaud, Inc. on March 22, 2021, as amended on August 9, 2024 (collectively, the "MEA Agreement"), and the applicable terms and conditions in the [Online Terms and Conditions Center](#). By signing this Order Form, you agree to these terms.

Any and all references to the Trustees of the California State University contained within the MEA Agreement shall be deemed to include and refer to Mira Costa College.

A Blackbaud Solution you are purchasing on this Order Form includes payment processing capabilities and this Solution and your purchase are subject to the Blackbaud Payment Services Terms set forth at [paymentserviceterms.pdf \(blackbaud.com\)](#).

The payment enablement fee is a monthly fee that is billed annually and is applicable to customers using Blackbaud payment-enabled solutions. It supports Blackbaud's investment in building, maintaining, and supporting secure, compliant, reliable online payment-enabled solutions.

Renewals

Unless You notify Blackbaud in writing of Your desire to cancel on or before the deadline of forty-five (45) days prior to the start of the upcoming renewal term, (i) Your Subscription shall renew for consecutive terms of at least thirty-six (36) months; or (ii) if You are on a term greater than thirty-six (36) months, Your Subscription shall renew for a term equal to your current term. Recurring fees are subject to an annual adjustment. A Renewal Notice, including any changes to recurring fees, will be sent to You at least ninety (90) days prior to the start of the upcoming renewal term.

Expenses, Invoicing and Payment:

- a. **Expenses.** If Blackbaud incurs reasonable travel and living expenses to perform Your Services, You are required to reimburse Blackbaud for such expenses pursuant to Blackbaud's then-current travel policy, available to You upon request.
- b. **Invoices.** Blackbaud has the right to invoice You for Your initial Subscription term immediately following Order Form signature. Blackbaud's process is to issue all annual invoices for Subscription fees according to the payment terms on this Order Form. For example, if Your net payment terms are the standard 30 days, Your invoice is issued 30 days before it is due. All invoices for Services will be issued in accordance with the applicable SOW.
- c. **Payments and Late Payments.** Payment is due as stated in this Order Form. All payments are non-refundable except in the event of Our uncured material default under this agreement. If You believe an invoice is inaccurate, You must notify Blackbaud in writing within thirty (30) days from the date of such invoice. Except for amounts subject to a good faith dispute, We may invoice You an interest rate allowable under applicable laws for any outstanding invoice not paid when due.

Our records indicate that you are taxable. Blackbaud may charge sales tax on all or a portion of this purchase, depending on state law. If you provide a valid exemption certificate at a later date, you will not receive a credit for sales tax billed prior to receipt of the exemption certificate.

Record Volume

Pricing for certain of Your Blackbaud subscriptions is based on an allowable volume of records as stated on this Order Form. If You exceed the record volume for which You are subscribed, Blackbaud will provide You notice, and if You do not reduce Your record volume to stay at or below the subscribed limit within ten days of such notice, Blackbaud will have the right to upgrade Your subscription and invoice You the additional cost for the next applicable pricing tier, pro-rated through the end date of your current subscription. Once the upgrade to the next pricing tier is applied to your subscription, You may not request a lower pricing tier until Your next renewal term begins.

For the purposes of calculating Your record volume, all constituent records (for example, active, inactive, deceased) in the production environment database(s) are included. Any "Non-constituent relationship" record types (for example, spouse of main constituent) are not included.

Your purchase includes Blackbaud Merchant Services ("BBMS") for the processing of electronic payments within your Blackbaud Solution(s) and is subject to the Blackbaud Payment Services Terms. You agree to use BBMS as your exclusive processor for all available forms of electronic payments within all Blackbaud Solutions for the term set forth on this Order Form. Use of an alternate processing solution during this term is subject to interconnect gateway fees plus additional processing fees equal to the standard BBMS rate.

RE NXT Email sends (Annual Limit): UNLIMITED

Next Steps:

Your order includes Blackbaud Peer-to-Peer Fundraising, powered by JustGiving. Within 2 business days from the time your order is completed, your organization will receive an invitation from JustGiving to complete your initial account setup. The invitation will come from JustGiving and may end up in your spam or junk mail folder. More details in the attached Scope of Work.

This Order Form is effective as of 10/01/2025 (the "Effective Date") and continues for the term set forth herein. Subscriptions are billed according to the schedule set forth above.

Scopes of Work

The Professional and Consulting services charges listed on this Order Form are for this purchase only and are subject to the [Professional and Consulting Services General Terms](#). Information specific to the Professional and Consulting services project, or work, can be found in the applicable Statement(s) of Work (SOW).

Project Contact Name

Enter text here to overwrite the above Project Contact Name:

Project Contact Email

Enter text here to overwrite the above Project Contact Email:

Deceased and Address Accelerator RE NXT

[Scope of Work](#)

Advanced Wealth Insights

[Scope of Work](#)

BBNC Custom SSL

[Scope of Work](#)

Signatures:

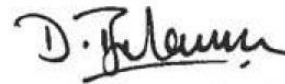
IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their duly authorized representatives.

AGREED:

Client: Mira Costa College

Blackbaud Inc.

By:



Name:

Name: David Benjamin



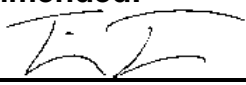

Title:

Title: EVP, Chief Commercial Officer

Date:

Date: 02/26/2025

All proposed modifications, variations, edits, or additions to this Order Form are objected to and deemed material unless otherwise mutually agreed to in writing.

Subject: Appoint Independent Citizens' Bond Oversight Committee Members	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3  Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

After the passage of Measure MM on November 8, 2016, the governing board established an Independent Citizens' Bond Oversight (ICBOC) committee on March 9, 2017, as required by state law. The purpose of the committee is to keep the public informed about the expenditure of bond revenues, review and report on the proper expenditure of taxpayers' money for school construction and advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements, as contained in the California Constitution. The committee consists of seven (7) members as follows:

- One (1) member active in a business organization representing the business community located in the district
- One (1) member active in a senior citizens' organization
- One (1) member active in a bona-fide taxpayers association
- One (1) student enrolled and active in a community college support group
- One (1) member active in a support organization for the district, such as a foundation
- Two (2) members of the community at large

Per the Independent Citizens' Bond Oversight Committee Bylaws, Section 5. Membership, 5.4 Term, "...each member shall serve a term of two (2) years, commencing as of the date of appointment by the board. No member may serve more than three (3) consecutive terms..."

STATUS

Josh Mazur, ICBOC business representative and chair, has completed his third and final term with the committee and will be stepping down in April. During his tenure, Mr. Mazur brought a wealth of experience, thoughtful leadership, and a positive outlook that greatly benefited the

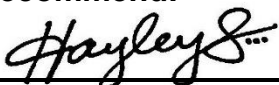

committee and the community. His dedication and commitment have played a significant role in ensuring transparency and accountability in the oversight of bond projects. With Mr. Mazur's term ending, a vacancy has occurred for the business representative. According to [Administrative Procedure 6740: Independent Citizens' Bond Oversight Committee](#) under Notification, an ad must be run for forty-five days advertising the vacancy. The recruitment process closed on April 6, 2025. The superintendent/president recommends the following individual to the vacant position:

Name	Organization Represented
Chris Ramos	Business Representative

Chris Ramos serves as the assistant vice president at Enterprise Bank & Trust, is a MiraCosta alum and currently sits on the board of directors for the Encinitas Chamber of Commerce. At the Chamber, he heads the membership committee and sits on the business and economic development committee, which has allowed him to work closely with the SBDC at the San Elijo campus. Mr. Ramos has also served on the board of directors for Breast Cancer Angels, Gift of Adoption, and Plastic Beach, and has served as a volunteer with Big Brothers Big Sisters for over 12 years. It is recommended that Mr. Ramos be appointed for a first two (2)-year term beginning in April 2025.

RECOMMENDATION

Appoint Independent Citizens' Bond Oversight committee member, as stated above.

Subject: Adopt Resolution No. 15-24/25 to Appoint New PARS Plan Administrator	Attachment: Resolution No. 15-24/25
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommend:  Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

There is a need to update the MiraCosta Community College District PARS plan administrator for the MiraCosta Community College District PARS Alternate Retirement System. Currently, the Vice President, Administrative Services is appointed as the plan administrator. With the upcoming retirement of the current plan administrator on July 3, 2025, the district desires to appoint a new position of employment as plan administrator for the ongoing administration of the district's PARS Plan.

STATUS

The board of trustees hereby appoints the Assistant Superintendent/Vice President of Human Resources, as the plan administrator.

RECOMMENDATION

Adopt Resolution No. 15-24/25 to Appoint a New PARS Plan Administrator, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
SAN DIEGO COUNTY, CALIFORNIA

Appointment of PARS Plan Administrator

WHEREAS the MiraCosta Community College District (the “District”) is a member of the Public Agency Retirement System (“PARS”), a governmental trust, for the purpose of providing tax qualified retirement benefits;

WHEREAS the District has made available the following retirement plan: MiraCosta Community College District PARS Alternate Retirement System (the “Plan”);

WHEREAS the District previously appointed the position of Vice President, Administrative Services to act as Plan Administrator of the PARS Plan; and

WHEREAS the District desires to appoint a new position of employment as Plan Administrator for the ongoing administration of the District’s PARS Plan.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby appoints the Assistant Superintendent/Vice President – Human Resources, or their successor or their designee as the District’s Plan Administrator for the MiraCosta Community College District PARS Alternate Retirement System; and
2. The District’s Plan Administrator is hereby authorized to execute the PARS legal documents on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District’s PARS plan.

AYES:

NOES:

ABSENT:






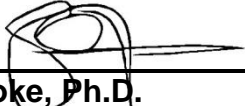
ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO

_____, the Secretary of the Board of Trustees of the MiraCosta Community College District of San Diego County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by the said District at a regular meeting thereof held on the 17th of April 2025, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this April 17, 2025.

Secretary of the Board

Subject: Board Policy 4050 – Articulation	Attachment: Board Policy 4050 – Articulation
Category: Board Policies – Periodic Reviews	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent Action  </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;">  Goal 1  Goal 2  Goal 3  Goal 4 </div>
	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 100%;"/> Sunita V. Cooke, Ph.D. Superintendent/President </div>

BACKGROUND

Board policies and administrative procedures receive periodic review. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

A review of Board Policy 4050 – Articulation has been completed and approved by College Council. The policy is now presented as a periodic review with no recommended changes other than a reference update, for adoption by the board.

RECOMMENDATION

Adopt Board Policy 4050 – Articulation

The superintendent/president shall establish procedures that assure appropriate articulation of the district's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and high schools and baccalaureate institutions that are not geographically proximate, but that are appropriate and advantageous for partnership with the district.

See Administrative Procedure 4050.

Adoption History: 2/2/10

Periodic Review: 11/18/15, 5/18/16

References: Title 5, §51022(b)

Education Code §§66720-66744.

Accrediting Commission for Community and Junior Colleges Accreditation

Standard **II.A.10-2**

Reference Update: 11/14

Steering: CPC / AS

Subject: Independent Citizens' Bond Oversight Committee Annual Report	Attachment: 2024 Independent Citizens' Bond Oversight Committee Annual Report
Category: Information Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: <hr style="width: 100%;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr style="width: 100%;"/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

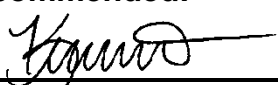
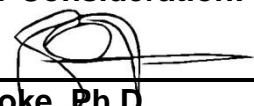
The Independent Citizens' Bond Oversight Committee (ICBOC) was established on March 9, 2017, to carry out specific duties in relation to the district's Measure MM general obligation bond that was passed on November 8, 2016. As part of the committee's duties, an annual report must be prepared to present to the board in public session that shall include the following: a) a statement indicating whether the district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and b) a summary of the committee's proceedings and activities for the preceding year.

STATUS

The committee has prepared its sixth annual report covering fiscal year 2024, which includes the committee's proceedings and activities for the year. The ICBOC found the district was in full compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

RECOMMENDATION

Information only.

Subject: Recommendation to Change from Flexible Academic Calendar to a Compressed Flexible Academic Calendar	Attachment: MiraCosta's Academic Calendar Taskforce Final Recommendation
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As per Board Policy 4010 (Academic Calendar), the Board approves an academic calendar yearly as recommended by the Academic Senate. Administrative Procedure 4010 (Academic Calendar) delineates the process followed to develop the academic calendar. The current academic calendar configuration is a 17-week flexible calendar. It includes two 17-week semesters with 16 weeks of instruction and one week of finals. The current calendar is also a flexible calendar (Title 5, Section 55720, et. al.) with ten (10) professional development days that replace instructional time, not to exceed 8.57 percent of an employee's contractual obligation for hours of classroom instruction, exclusive of intersessions. Title 5, Section 58120, as modified in 1996, permits districts to count any day that includes at least three hours of instruction, including Saturday and Sunday. As a result, primary terms can be shorter ("compressed") since additional days can be added to the 175-day requirement. Under no circumstances may a district adopt an academic calendar that results in the provision of fewer than 32 weeks of instruction during the primary terms of each academic year. Nor may a district adopt an academic calendar that would result in fewer hours of instruction per unit of credit awarded than permitted pursuant to Title 5, Section [55002.5](#).

STATUS

There have been past efforts to revise the academic calendar at MiraCosta College. Building on these prior efforts, an interdivisional, Academic Calendar Taskforce was formed fall of 2023 and took up the charge to sustain a transparent, inclusive process of research, outreach, and collaboration to recommend an academic calendar that reflects the shared values of the MiraCosta College community. The taskforce was led by the Academic Senate President-elect and membership included five full-time faculty (representing counseling, credit instruction, and noncredit instruction), two associate faculty, one dean, one classified professional, one

student, the Vice President of Instructional Services, and the Vice President of Student Services. The taskforce met twice a month during the 2023-24 academic year. The taskforce initially organized according to addressing four essential tasks informed by the composition, charge, and timeline of work: 1) sustain a transparent, inclusive process of research, feedback, and collaboration; 2) create 3-4 different calendar models based on a comprehensive review of laws, surveys, and statewide practices; 3) seek feedback from district stakeholders on each model through webinars, townhalls, and surveys; 4) make a decision to recommend one calendar model to be adopted by the District. This information was organized and published as a public-facing FAQ page, along with materials, resources, meeting minutes, webinars, and surveys can be located on the [MiraCosta Calendar Project website](#).

The taskforce closely reviewed California Education Code and Title 5 regulations, California district calendars from local K-12 and higher education partners as well as other statewide districts. They also reviewed previous surveys and materials from past MiraCosta calendar workgroups. The taskforce then developed and deployed a Values & Impacts survey to gauge the campus community's opinions on what principles and outcomes should be reflected in and managed by MiraCosta's academic calendar. Taskforce leadership met with various divisional leaders across campus to become informed about potential impacts on college operations and surface unforeseen working conditions issues.

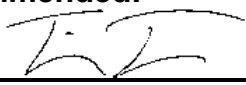

The taskforce hosted a focus group of students from diverse identities, lived experiences, and educational goals who could speak on behalf of key programs and cohort groups. By the end of this process, the Taskforce reached a unanimous agreement on the following recommendations:

- Reduce from a 17-week regular semester to a 16-week semester
- Omit finals weeks in the fall and spring semesters
- Maintain a fall start date two weeks after the conclusion of the summer intersession and an end date in spring before Memorial Day
- Comply with legally mandated holidays required by the State Chancellor's Office
- Establish a fall holiday and maintain spring break
- Comply with any holidays required by local bargaining agreements and/or employee manuals
- Continue to participate in the flexible calendar with a recommended 10 days of FLEX
- Research the possible option of a winter intersession

The recommendation has been reviewed and supported by all MiraCosta College Governance groups (Associated Student Government, Classified Senate, Academic Senate, Administrators Committee, and College Council). The next steps include a formal request to the State Chancellor's Office for permission to move to the compressed calendar. The Academic Affairs committee is in the process of developing the 2026/27 academic calendar to be shared with the Board as per AP 4010 in fall 2025.

RECOMMENDATION

For information only.

Subject: Office of Administrative Services Board Report	Attachment: None
Category: College-Related Reports	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

Office of Administrative Services

The two-year process to develop the Facilities Futures Plan has culminated in a high-level facilities plan that will focus on sustainability efforts and incorporate futures strategies and signals. Crafting the plan took many months of data gathering and analysis, development of options, and stakeholder engagement. The plan will be housed on the district's website as a living document and will be presented to the board for adoption at an upcoming meeting.

The Budget and Planning Committee (BPC) continues work on the annual Resource Allocation process, with the Budget subcommittee making funding priority recommendations to BPC in April. Funding recommendations, driven by program review plans, are made through the use a rubric which ensures requests are consistent with the mission and goals of the college in support of student learning, student success, and college resources are sufficient to fund the resource allocation requests.

The ICBOC and its advisory committees meet monthly to provide oversight on the Measure MM bond program, reviewing financials, and progress on construction projects related to the bond to ensure funds are spent as outlined by the bond measure. Since the fall, the district has hosted a number of ribbon-cutting ceremonies for completed Measure MM projects including Student Services (14), Chemistry/Biotechnology (13), and Media Arts (23). Josh Mazur, ICBOC business representative and chair, completed his third and final term with the committee in April. His dedication and commitment have played a significant role in ensuring transparency and accountability in the oversight of bond projects. We would like to express our sincere gratitude to Mr. Mazur and also welcome Amy McNamara, who is currently serving her first term as the support organization representative, as the new chair.

The office continues to support the Student Conduct/Police Advisory Committee (SCPAC), which meets monthly to review, discuss, and provide feedback on matters related to student conduct and college police, and is composed of faculty, staff, students, and community

members. Most recently, the committee reviewed the police department's and the district's policies around immigration enforcement activities, ensuring alignment with state law.

MiraCosta has been nominated for another award from the San Diego Chapter of the Construction Managers Association of America (CMAA). This nomination is for the Chemistry and Biotechnology building. We are hoping to bring another award back to MiraCosta.

College Police (Val Saadat, Chief of Police)

Emergency Preparedness Operations

On March 17th and 18th, an evacuation drill was held at the Oceanside campus, San Elijo campus and Technology Career Institute. During the training, valuable insight was gained into evacuation procedures and incident management. The drill also served as a meaningful educational experience, with approximately 79 staff and faculty members participating in the exercise. During Spring Break, the department also conducted a safety check of all lockdown buttons for each of the campuses.

MCPD Wellness

During the first few months of the year, members of the department participated in a variety of events and programs focusing on health, wellness, and resilience. On January 2, the department partnered with UCSD to implement 720 Health, a wellness and resilience program developed by UCSD specifically for law enforcement personnel in California. Its mission is to provide evidence-based, interactive training and integrative health technology interventions to support the mental and physical well-being of law enforcement professionals and agencies.

Department members, along with family and friends, participated in a number of runs throughout the county. Seven members of the department participated in the Carlsbad 5k Run on January 9. This was the first run of the San Diego Triple Crown series. On February 9, 20 members of the department proudly participated and/or provided support in the San Diego Hot Chocolate 10K Run. The department's involvement in this event showcased their commitment to health and wellness but also strengthened camaraderie within the department and the community. On March 23, eight members of the department participated in the GovX 5k Run. This was the second run of the San Diego Triple Crown series.

Calls for Service and Department Support

Since November 2024, the department has responded to 1949 calls for service, and 158 reports were taken, which included 89 reports related to fraudulent student applications. In an effort to properly document and investigate fraudulent applications, the department is coordinating with other institutions to see how fraudulent applications are being documented and investigated.

Community Outreach

The department regularly participates in community outreach activities. These activities included:

- Provided two CPR instructional courses to Classified and CDC Staff.

- Provided two demonstrations for Administration of Justice classes with the use of MILO – Multiple Interactive Learning Objectives equipment discussing use of force and de-escalation training.
- Participated in Encuentros and Barrio Empowerment event
- Restarted the Emergency Preparation Advisory Group, this was the first time the group had met in an extended period of time.
- MCPD personnel were successful in recruiting students to be a part of our internship and S.T.O.P. (Students Together On Patrol) programs.
- PSO Taft represented the department at a children's career fair where parents were requested to attend and discuss their careers.
- Dispatcher Vasquez and Sgt. Sneary have been requested to conduct a safety/career presentation at Cathedral Catholic High School.
- In January, MCPD staff co-presented safety training to approximately 100 employees in the Library Commons.

Commendations and Retirements

Department staff have been recognized for their work and community involvement. Sgt. Sterling, Dispatcher Esquibel, along with officers Santos and Saunders were all commended for their response to a staff member experiencing a medical emergency. Officer Carrizosa was commended for creating and finding funding for the department's first ever challenge coin. He also created a plan to distribute the coin in a manner to increase student engagement. The following staff were commended in December for their work in creating a safe environment for the 49th Congressional debate: Communications Manager Yax, Sgt. Sneary, Sgt. Sterling, PSA Castillo, Det. Mayr, Officers Santos, Carrizosa, Saunders, Unger and Barroso, Dispatcher Vasquez, PSO's Taft and Orozco and PSA Howard. In December, Associate Faculty Instructor Brian Whitbread commended Sgt. Sneary for his professionalism during a presentation in his course. Officer Saunders was commended for addressing a community issue and collaboration with the HERauto group to conduct an Etch and Inspect event. And finally, Chief Saadat was recognized as a "Woman Who Inspires" by Senator Blakespear's office.

In February, the department celebrated the retirement of James Tremblay, who served with the department for 17 years. The department wishes him well.

Facilities (Tom Macias, Director)

Capital Improvement/Measure MM Program Project Updates

Oceanside

- Completed construction efforts on the Chemistry and Biotechnology Building and Media Arts Complex.
- Received DSA approval and started construction efforts on the Communications Hub, Social Justice and Equity Centers Project.
- Finalizing design for the Campus Wayfinding and Signage project and move to the procurement phase.
- Received DSA approval and started construction efforts on the campus solar project.
- Continued design efforts for B4500 Science & Design building.
- Obtained DSA approval and started construction on the Pedestrian Bridge Replacement project.
- Facilitated move-in efforts for the Chemistry and Biotechnology Building and New Media Arts Complex.
- Continued design efforts for the B4700 Professional Development Renovation project.

- Continued design work for external public area security infrastructure project.
- Conducted various structural, electrical, stormwater surveys of existing buildings and systems.

San Elijo

- Continued design work on campus solar project and will submit to DSA for review/approval spring 2025.
- Continued design work for external public area security infrastructure project.

Community Learning Center

- Received DSA approval and started construction efforts on the campus solar project.
- Continued design work for external public area security infrastructure project.

Fiscal Services (Dung Le and Christina Undan, Interim Directors)

Budget and Planning/Business Analysis

Budget development for the 2026 fiscal year is well underway. Staff continue to analyze, monitor, and review district revenues and expenditures to ensure budgetary compliance, and continue to monitor, review, and support budget amendments for new grants and existing budgets. Individual one-on-one budget training sessions and group budget workshops are available. Budget managers received training on the FY25/26 budget development process and staff will continue to work on the FY25/26 Tentative Budget for all funds, incorporating changes and feedback from budget managers during the budget development process, and preparing the budget load files and schedules.

The department has worked on a number of projects and trainings throughout the last few months, including the review and analysis of Workday's Spring release 2025R1 update, providing all documentation on a special audit from the state auditor, and completing a number of reports including, the Annual Fiscal Report for ACCJC, Federal Funds Drill Survey, and Academic Hiring Report.

Accounting

The Accounting team continues to process payment requests, certify grant reporting requirements, and provide essential support for all financial account inquiries, ensuring seamless fiscal operations. This quarter, the team successfully completed federal and state reporting requirements for the district and foundation, including 1099 reporting, EZ Audit, IPEDS, 311 Q2, Possessory Interest, and Enrollment Fee revenue reports. In addition, they have completed an IRS 1099 audit and are actively collaborating with external auditors to meet the FY25 District Interim Audit requirements.

Looking ahead, the team is preparing for campus-wide training sessions on Workday receipts and payments, budget-to-actual reports, costing allocations, and travel reimbursements, scheduled for March and April 2025. These trainings aim to improve financial reporting accuracy and operational efficiency across departments. As the fiscal year progresses, efforts are now focused on gearing up for the 4th quarter, prior to the rigorous year-end close. The team remains committed to maintaining financial accuracy, ensuring compliance, and optimizing reporting processes to support institutional goals.

Cashier's Office

Cashier's Office staff continue to assist students with inquiries related to their accounts, payment plans, Financial Aid refunds, repayments, and campus resources. This includes providing timely and accurate information to help students manage their financial responsibilities and to access necessary support. The team also continues to process deposits and collaborate with other departments on cash handling and events.

As part of an ongoing effort to improve transparency and help students better understand their accounts, the team created an easy-to-read flyer for high school orientation and outreach, which provides a clear explanation of student accounts and details about waivers for high school students. As a result of a department goal to increase the transparency of student accounts by way of sending information, emails, letters, PIO, and CANVAS notifications, the office has seen a reduction in calls from upset students regarding past term accounts.

A number of other projects aimed at improving efficiency and end-user experiences have also been completed. These include the completion of Beginning of Term set up in Student Financials, adding and updating course term fees, creating a new month-end close processes for the cashiering team to ensure that all Debt, AR, Third Party and Credit reports run on a monthly basis for better snapshot pictures. This aids both Accounting and Cashier staff with reconciliations of the Cash Clearing Account, the development of CVC payment functionality and integration of the EMarket place within Cashnet to enable CVC payment access, while also creating equation variables to establish a connection with the CVC website.

The department has collaborated on a number of projects including with 1) ITS on the Student Financials System on T1098 processing to address missing SSN and other data points that are sent to the third-party processor (ECSE), completed 2024 1098T reporting to IRS, 2) Accounting with custom queries and excel database for yearend close to resolve student AR and Third-Party discrepancies from the GL to Oracle reports that results with faster turn-around time and 3) Campus Police to develop a "How To" guide for students on registering their vehicle information and making parking fee payments online. This initiative helped reduce in-person traffic and student inquiries. Also provided guidelines to the OC, SAN, and CLC campuses.

Information Technology Services (ITS) (Anthony Maciel, Associate VP/ Chief Information Systems Officer)

ITS leadership attended the Chief Information Systems Officer Association (CISOA) technology summit fostering meaningful connections and collaborations with colleagues throughout the California community college districts. The conference sessions provided valuable and insightful information on important topics such as artificial intelligence, cybersecurity, fraud mitigation, and legal/regulatory compliance, amongst others. As the opening speaker, State Chancellor, Sonya Christian, reminded attendees to ensure the human-centered approach is in the forefront.

ITS successfully submitted the cybersecurity risk assessment into the State Chancellor's office for review. Jorge Pineda joined ITS to fill a vacancy, moving ITS closer to being fully staffed.

Enterprise Application Services (EAS)

The EAS team has been busy with compliance work including AB1111, AB928, AB1705, Vision Aligned Reporting, California Virtual Campus, FAFSA simplification, annual MIS 320,

and others. The team provides continual support for employees in existing systems and implementing new systems. Security and feature patching is ongoing in SURF, Workday, DegreeWorks, and other enterprise application systems.

The ITS website redesign was completed, including a system status dashboard providing up-to-date information on the current status of MiraCosta's systems. The TargetX CRM build-out continues with projects like Email to Salesforce integration, multiple check-in systems, and more. Workday received an HR executive dashboard, R1 deployment, and release of security policy improvements. ITS is transforming data integration strategy utilizing AWS cloud and containerized apps.

Security and Infrastructure Systems (SIS)

The vulnerability management process has been enhanced by redesigning how Tenable cyber vulnerability scans are conducted to more effectively identify weaknesses and inherent risks. By actively monitoring and remediating critical and high-risk vulnerabilities regularly, MiraCosta's overall security posture is significantly improved.

To enhance the College Police department network, the team upgraded the firewalls with high-availability configuration enhancing security, reliability, and redundancy for the Automated Regional Justice Information System (ARJIS). Additionally, a collaborative effort with College Police was undertaken to audit, test, and validate emergency telephone dialing across the district.

Technology Support Services (TSS)

The Technology Support Services team continues to provide first-class customer service, event management, support and training for our students, faculty, and staff. The Open Computer Lab provided assistance to over 11,387 students and community members. The Training team has held over 82 training workshops and 125 individual sessions covering pertinent technology topics. The Helpdesk processed 7,444 tickets supporting students, faculty and staff. Media Services managed 171 events, most notably, the Nurses Pinning and the ribbon cutting ceremonies for the Chem/Biotech and Media Arts Buildings.

ITS successfully supported the relocation into the new Chem/Biotech and Media Arts buildings. Several AV upgrades in classrooms and conference rooms at CLC and SAN were completed. Imaging services for hundreds of Library student check-out laptops were completed in preparation for the spring semester.

Purchasing and Materials Management (Mina Hernandez, Director) **Copy Center**

The Copy Center continues to reduce costs by expanding its in-house printing capabilities, thereby avoiding outsourcing and achieving savings of up to 60 percent. Recent in-house projects include a full run of emergency evacuation signs, specialty prints, and postcards. These efforts enhance efficiency, maintain quality, and support the district's budget-conscious operations.

Purchasing

The Purchasing team utilized 22 cooperative agreements through the CollegeBuys program, which supported \$5.2 million in district purchases and contributed approximately \$6 million in

system-wide savings. These savings are reinvested by the FCCC across the California Community College system, supporting student success and fostering innovation through shared resources.

The Purchasing team's commitment to continuous process improvement has resulted in faster turnaround times and enhanced service. Over the past three years, the average requisition processing time has decreased by 10 percent (from 3.08 days in FY21/22 to 2.76 days in FY23/24) even as the purchase order volume increased by 26 percent. These efficiencies ensure that students, faculty, and staff receive the necessary materials, equipment, and resources in a timely manner, directly supporting instruction, operations, and student success.

This quarter, the Purchasing team participated in training offered by the California Association of Public Procurement Officials which focused on project management and scope of work development. These courses have enhanced the team's capacity to support the district's contractual needs with greater clarity, efficiency, and fiscal accountability.

Warehouse

With the opening of the new Chemistry/Biology building, the Warehouse/Mailroom team established designated drop-off and pick-up locations to support efficient operations. The team also completed a comprehensive asset inventory, ensuring that all items valued at \$5,000 or more were properly accounted for and updated in the Workday system.

Surplus auctions conducted by the Warehouse/Mailroom team in August, October, and December generated a total of \$21,139.16 for the district's general fund. These proceeds contribute to the district's financial sustainability and help support future initiatives.

The Warehouse/Mailroom team collaborated with the ITS department to ensure the timely receipt and organized storage of all incoming computers for campus technology refreshes.

Additionally, the team supported the Human Resources Systems Analyst by providing key input on new location entries in Workday for the Chemistry and Biology buildings, helping to maintain accurate system records and improve operational efficiency.

Professional Development

Mina Hernandez attended the Community College League of California's Asilomar Leadership Skills Seminar from February 11-14. This seminar is a prestigious professional development program dedicated to advancing leadership within California's community colleges. This year's seminar centered on inclusive and equity-minded leadership, with a strong emphasis on the experiences and advancement of women in higher education. Through interactive sessions and collaborative learning, she gained valuable insights into strategic decision-making, effective communication, and organizational leadership. The knowledge and skills acquired will contribute to enhanced operational leadership and continued support of MiraCosta's student success and institutional goals.

This month, the Purchasing and Warehouse/Mailroom teams participated in the district's emergency preparedness tabletop exercise, which focused on fire preparedness and evacuation routes. The exercise enhanced the teams' understanding of emergency response protocols and reinforced the importance of student and staff safety, as well as continuity of operations.

The Purchasing team will attend this year's Purchasing conference, hosted by the Foundation for California Community Colleges. This year's theme, "Wearing Many Hats – Driving Success Through Versatility," highlights the evolving role of procurement in supporting institutional success. As part of the conference, Mina Hernandez will co-present with Carrie Everts, Facilities and Civic Center Events Coordinator, on "The Critical Role of Facilities Use Agreements Across Departments." Their session will showcase MiraCosta's collaborative approach to managing Civic Center spaces through well-structured Facilities Use Agreements—a model now looked to by other districts for its effectiveness in fostering cross-departmental coordination and community service.

Bookstore (Follett)

Adoptions collection and accuracy have continued to run smoother since the fall of 2024, ensuring adoptions are more readily available prior to class start. The bookstore is hosting its Spring Sales Event with 20 percent of select merchandise in-store and online and will be participating in GradFest, assisting students with all of their graduation needs.

Food Services (CulinArt)

The café at both the Oceanside and San Elijo campuses continue to offer hot food, grab-and-go items, and catering, with lunch being the busiest time at both locations. CulinArt continues to support students by donating perishable and nonperishable food items to Veterans, the Food Pantry, and hungry students in the cafe at the end of every week or before major breaks.

New equipment will be installed at both the SAN and OC cafes to update and modernize both kitchens.