



## **MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**REGULAR MEETING  
4 P.M. – THURSDAY – SEPTEMBER 11, 2025  
JOHN MACDONALD BOARD ROOM  
BUILDING 1000 – OCEANSIDE CAMPUS**

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### **AGENDA**

- I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION**
- II. FLAG SALUTE / ROLL CALL**
- III. APPROVE MEETING MINUTES**
  - A. Special Meeting/Closed Session of August 21, 2025
  - B. Regular Business Meeting of August 21, 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 any one 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. Associated Student Government Introductions
  - B. Online Education Update

## **VII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Ratify Memorandum of Understanding 25-04 with the Academic Associate Faculty (Juntos Podemos)
- C. Ratify Memorandum of Understanding 25-05 with the Academic Associate Faculty (Counselor Institute)
- D. Ratify Memorandum of Understanding 25-06 with the Academic Associate Faculty (Honors Contracts)
- E. Approve 2026/27 Academic Calendar
- F. Approve Reorganization of the Letters and ESL Departments
- G. Approval of Travel to Florence, Italy, October 26-30, 2025, for Site Visit to the AIFS Study Center
- H. Approve Purchase of Student Financial Success Software from Ellucian Company LP
- I. Ratify and Approve Contracts and Purchase Orders

## **VIII. ACTION ITEMS**

- A. Adopt Fiscal Year 2025/26 Final Budget
- B. Appoint Independent Citizens' Bond Oversight Committee Members

## **IX. SECOND READ – BOARD POLICIES (Action Required)**

- A. Board Policy 2305 – Annual Organizational Meeting
- B. Board Policy 3820 – Gifts

## **X. FIRST READ – BOARD POLICIES**

- A. Board Policy 3501 – Campus Security and Access

## **XI. INFORMATION**

- A. Public Hearing: 4:00 p.m. – FY2025/26 Final Budget
- B. MiraCosta Community College District Irrevocable Trust Investment Board Report
- C. Report Update of Emergency Declaration and Emergency Actions for Sinkhole at the San Elijo Campus Main Roadway

## **XII. COLLEGE-RELATED REPORTS**

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

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

### **XIV. ADJOURNMENT**

#### **UPCOMING MEETINGS**

**4 p.m. – October 16, 2025  
Regular Business Meeting**

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 Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at [jbollerud@miracosta.edu](mailto:jbollerud@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 [jbollerud@miracosta.edu](mailto:jbollerud@miracosta.edu).



## **MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

### **MINUTES OF CLOSED SESSION MEETING**

**AUGUST 21, 2025  
(DRAFT)**

#### **I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, August 21, 2025, in Room 1054 at the Oceanside Campus. Vice President Raye Clendening called the meeting to order at 2:30 p.m.

#### **II. FLAG SALUTE / ROLL CALL**

Board members present:

Rick Cassar (via Zoom)

Raye Clendening

Heather Conklin

Ann Crosbie

Frank Merchat

Anna Pedroza

Jacqueline Simon

Administrators present:

Superintendent/President Sunny Cooke

Assistant Superintendent/Vice President of Administrative Services Elba Gomez

Assistant Superintendent/Vice President of Instruction Denée Pescarmona

Assistant Superintendent/Vice President of Human Resources Hayley Schwartzkopf

Assistant Superintendent/Vice President of Student Services Alketa Wojcik

Others present:

Piper Sandler Representative Ivory Lee (on Zoom)

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

None.

#### **IV. DECLARE NEED FOR CLOSED SESSION**

At 2:30 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke, Assistant Superintendent/Vice President Elba Gomez, Assistant Superintendent/Vice President Denée Pescarmona and Assistant Superintendent/Vice President Hayley Schwartzkopf, to discuss the following topics:

**A. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1**  
(Pursuant to Government Code section 54957)

**B. Public Employee Performance Evaluation**  
Title: Superintendent/President

**C. Conference with Labor Negotiators**

(Pursuant to Government Code Section 54957.6)

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

Employee organizations: All Groups

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

At 3:50 p.m., the board returned to open session to report the following:

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

(Pursuant to Government Code section 54957)

No report.

**B. Public Employee Performance Evaluation**

Title: Superintendent/President

Direction given.

**C. Conference with Labor Negotiators**

(Pursuant to Government Code Section 54957.6)

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

Employee organizations: All Groups

No report.

**VI. ADJOURNMENT**

The meeting adjourned at 3:50 p.m.

**MINUTES APPROVAL:**

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Raye Clendening  
Vice President

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



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

**MINUTES OF REGULAR BUSINESS MEETING**

**AUGUST 21, 2025  
(DRAFT)**

**I. CALL TO ORDER**

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

**II. FLAG SALUTE / ROLL CALL**

Board members present:

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

Trustees Absent: Rick Cassar

Administrators present:

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

**III. APPROVE MEETING MINUTES**

**A. Special/Closed Meeting of July 17, 2025**

**B. Regular Business Meeting of July 17, 2025**

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

Vote: 5/0/1

Aye: Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: Simon

Absent: Cassar

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

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

## **V. CHANGES IN AGENDA ORDER**

None.

## **VI. PRESENTATIONS**

### **A. Biannual Career Education Program Update**

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

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

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

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

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

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

### **B. Equal Employment Opportunity (EEO) Plan Update**

Assistant Superintendent/Vice President of Human Resources Hayley Schwartzkopf presented an update on MiraCosta College's Equal Employment Opportunity (EEO) Plan to the Board of Trustees. The EEO Annual Update is a requirement for all California community colleges and ensures that equity-focused strategies are

embedded throughout institutional hiring and employment practices. MiraCosta College is currently in the second year of its three-year EEO Plan cycle.

Vice President Schwartzkopf highlighted several key accomplishments, including increased representation across employee groups, enhanced diversity on hiring committees, the deployment of new training modules and resources to support equitable hiring, and the implementation of innovative data dashboards that enable targeted outreach to diverse institutions and communities. The EEO Advisory Committee continues to play a critical role in supporting the implementation of the plan, advising Human Resources on recruitment strategies, and contributing to professional development and training initiatives.

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

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

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

## **VII. CONSENT ITEMS**

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



**K. Approve Agreement with West Coast Consulting Group, Inc. for Emergency Preparedness Services**

**L. Ratify and Approve Contracts and Purchase Orders**

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

Vote: 6/0/0

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

Abstentions: None

Absent: Cassar

**VIII. ACTION**

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

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

Vote: 5/0/1

Aye: Clendening, Conklin, Crosbie, Merchat, Pedroza

Abstentions: Simon

Absent: Cassar

**IX. FIRST READING – BOARD POLICIES**

**A. Board Policy 2305 – Annual Organizational Meeting**

**B. Board Policy 3820 – Gifts**

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

**X. INFORMATION**

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

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

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

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

**C. 2025/26 Board Goals**

The 2025/26 board goals were provided for information.

**XI. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

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

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

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

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

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

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

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

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

## **B. Students**

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

## **C. Classified Employees**

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

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

On September 18, the Senate will join administrators for a Caring Campus session. In addition, applications are now open through August 22 for the Classified Senate

Leadership Program, which helps classified professionals prepare for future leadership roles within the Senate.

#### **D. Faculty**

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

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

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

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

##### **1. Instructional Services**

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

##### **2. Student Services**

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

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

The Academic Proctoring Center has remained equally active, administering over 3,000 exams in spring and serving more than 1,100 students. With more faculty utilizing the center this fall, we anticipate an increase in demand. In response to student needs, we've also launched Saturday academic counseling

appointments, which have proven to be a popular addition. All student services were available last Saturday to ensure maximum access and flexibility.

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

### **3. Administrative Services**

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

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

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

### **4. Human Resources**

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

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

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

## **F. Superintendent/President**

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

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

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

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

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

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

None.

## **XIII. ADJOURNMENT**

The meeting adjourned at 6:07 p.m.





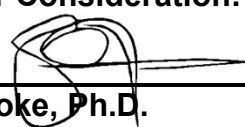
## **MINUTES APPROVAL:**

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Raye Clendening  
Vice President

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

<b>Subject:</b>  <b>Associated Student Government Introductions</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>Presentations</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information</b>                      <b>Consent</b>                      <b>Action</b> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">               <b>Goal 1</b>                      <b>Goal 2</b>                      <b>Goal 3</b>                      <b>Goal 4</b> </div>
	<b>Approved for Consideration:</b> <div style="text-align: center;">   <hr/> <b>Sunita V. Cooke, Ph.D.</b>  <b>Superintendent/President</b> </div>

**BACKGROUND**



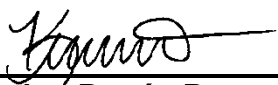

The Associated Student Government (ASG) serves the collective needs of the students at MiraCosta College. The goal of the ASG is to give a voice to all students, enabling them to become part of the college community. Major responsibilities include appointing students to campus-wide committees; participating in collegial governance in the development of college policies and the annual budget; adopting and overseeing use of an annual budget; allocating funds for new programs/projects; granting club charters; and providing and administering a program of activities and services for students. The ASG has student representation on Oceanside, San Elijo, and Community Learning Center campuses.

**STATUS**

The 2025/26 ASG student leaders will be introduced.

**RECOMMENDATION**

For information only.

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

**BACKGROUND**



Title 5 of the California Code of Regulations (CCR 55210) requires districts that offer one or more course sections through distance education to provide to the local board an annual report on distance education activity.

**STATUS**

Faculty Coordinator of Online Education Dr. Jim Julius will provide a report on distance education. The report will include an update on last year's online course offerings, including an update on ZTC improvements, course success and retention disaggregation by ethnicity, as well as highlights and upcoming innovations to support online student learning based on student surveys and feedback.

**RECOMMENDATION**

For information only.

<b>Subject:</b>  <b>Ratify Recommendations of Superintendent/President in Approving Personnel Actions</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent <input checked="" type="checkbox"/> Action <input type="checkbox"/>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
<b>Recommend:</b>   Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   Sunita V. Cooke, Ph.D. Superintendent/President

**STATUS**

1. Retirement of academic employee Michael Deschamps, Instructor, Accounting, Business, position P-00485, effective August 6, 2025.
2. Resignation of employee Benjamin Augustine, College Health Nurse, 10FS, Health Services, position-00106, effective September 5, 2025.
3. Employment of the following classified employees:

Sandra Gonzalez, Clinical Placement Coordinator, School of Nursing, Health and Wellness, position P-13194, salary range 20, step 1, \$2,649.90 per month, 18 hours per week, 12 months per year, effective August 25, 2025. Sandra was selected through an open recruitment process.

Regina Pointer, Clinical Placement Coordinator, School of Nursing, Health and Wellness Oceanside Campus, position P-13195, salary range 20, Step 2, \$2,796.08 per month, 18 hours per week, 12 months per year, effective August 25, 2025. Regina was selected through an open recruitment process.

Jose Valdovinos Nava, Police Community Service Officer, Police Enforcement Unit 2, position P-00305, salary range 16, step 1, \$5,245.83 per month, full-time, 40 hours per week, 12 months per year, effective August 31, 2025. Jose was selected through an open recruitment process.
4. Permanent change of assignment for the following classified employees:

Tara Sisario, Academic Division Administrative Assistant, 10M, School of Arts, International Languages and Ethnic Studies, position P-07321, has accepted the



position of Administrative Assistant to the Dean/AVP, Information Technology Services, position P-00032, salary range 24, step 5, \$8,062.91 per month, full-time, 12 months per year, effective August 25, 2025. Tara was selected through an open recruitment process.

Renee Truong, Student Services Specialist, International Office, P-06213, has accepted the position of Student Services Specialist, Extended Opportunity Programs and Services, P-13306, salary range 21, step 1, \$4,850.66 per month, part-time, 32 hours per week, 12 months per year, effective September 1, 2025. Renee was selected through the Lateral Transfer process.

5. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Terence Sautia, Administrative Support Assistant I, Counseling Operations, position P-06164, will serve as Interim Administrative Support Assistant III, Veteran's Services, classified salary range 20, step 1, \$5,888.67 per month, 12 months per year, effective September 8, 2025 – June 30, 2026.

Helaina Baes-Erbs, Performing Arts Technician, Music, position P-00299, will serve as Interim Instructional Associate/Music Venue Coordinator, Music, classified salary range 25, step 1, \$6,804.83 per month, full-time, effective August 25, 2025 – June 30, 2026.

Jesse Grizzle, Administrative Support Assistant III, Veteran's Services, position P-06172, will serve as Interim Academic Services Specialist, Instructional and Library Services, classified salary range 21, step 4, \$7,059.08 per month, full-time, effective September 8, 2025 – June 30, 2026.

Ryan Jeffers, Building Maintenance Mechanic II, Facilities Maintenance, position P-08140, will serve as Interim Building Maintenance Mechanic III, Facilities Maintenance, classified salary range 25, step 3, \$7,551.75 per month, full-time, effective July 7, 2025 – June 30, 2026.

Jennifer Russell, Administrative Support Assistant I, Health Services, position P-05830, will serve as Interim Health Services Assistant, Health Services, classified salary range 19, step 5, longevity year L-1, \$7,031.33 per month, 10 months per year, effective August 1, 2025 – June 30, 2026.

6. Permanent change of assignment for classified employee Omar Ahumada, Accounting Specialist, position P-00016, will increase in hours from 30 to 40 hours per week, effective August 18, 2025.
7. Employment of the following associate faculty members for the 2025 fall sessions, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Edward	Benito	Athletics and Intramurals
Juan	Diaz-Gutierrez	Athletics and Intramurals
Robb	Floco	Athletics and Intramurals
John	Fornbacher	Athletics and Intramurals
Ryan	Mcdevitt	Athletics and Intramurals
Eva	Mejia Zamora	Athletics and Intramurals

Barclay	Noble	Athletics and Intramurals
Scott	Piri	Athletics and Intramurals
Jorge	Rojas	Athletics and Intramurals
Rodrigo	Sarmiento	Athletics and Intramurals
Cameron	Smith	Athletics and Intramurals
Cori	Bynum	Business
Doreen	Ewert	English as a Second Language
Mallory	Rosol Kilgore	Noncredit Short Term Vocational
Juan	Solomon	Noncredit Short Term Vocational
Rylee	Arispe	Noncredit, General
Seo Young	Chung	Noncredit, General

8. Request approval of the following apprentices, short-term employees, substitute employees, and professional experts in accordance with Education Code 88003. Short-term and substitute employees will be employed and paid less than 75 percent of the college year:

Administrative Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Flores	Michael	Custodian	Short-term	Custodial	\$25.46/hr	9/12/25	6/30/26
Vasquez	Edwin	Custodian	Short-term	Custodial	\$25.46/hr	9/12/25	6/30/26
Wells	Shannon	Custodian	Short-term	Custodial	\$25.46/hr	9/12/25	6/30/26
Instructional Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Young	Caroline	Apprentice I	Apprentice	Child Development Center	\$16.50/hr	8/18/25	5/29/26
Lopez	Kimberly	Apprentice II	Apprentice	Child Development Center	\$18.50/hr	8/13/25	5/29/26
Student Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Pelayo	Eliana	Administrative Support Assistant I	Short-term	Counseling Operations	\$24.73/hr	9/12/25	6/30/26

## RECOMMENDATION

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

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-04 with the Academic Associate Faculty (Juntos Podemos)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-04 with the Associate Faculty</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span> Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span> Goal 4</span> </div>
<b>Recommend:</b>   <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <b>Hayley D. Schwartzkopf, J.D.</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

The District created the Cultural Curriculum Collective (“CCC”) during the 2020/21 academic year. In 2023, the CCC was converted to Juntos Podemos, a training program designed to meet the need of the current Title V HSI grant objectives. The District has determined that a need exists to continue Juntos Podemos for the 2025/26 and 2026/27 academic years.

The purpose of Juntos Podemos is to engage in a collaborative reflection and enhancement process for each faculty member’s respective courses. The focus is on developing a pedagogy of *cariño*: culturally responsive, inclusive, and relevant materials that will guide the implementation of effective and equitable teaching practices through a lens of servingness.

Juntos Podemos will be led by facilitators, not to exceed four per year. The Facilitators will be selected by the assistant superintendent/vice president, instructional services, in consultation with the Title V Project Director and Title V Program Director.

## STATUS

The District and the MiraCosta College Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (“MOU”).

## RECOMMENDATION

Ratify Memorandum of Understanding 25-04 between MiraCosta Community College District and the MiraCosta College Academic Associate Faculty, as stated.



MOU between the  
MiraCosta Community College District &  
MiraCosta Community College Academic Associate Faculty  
25-04

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This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to allow for the specific project identified below:

- 1) The District created the Cultural Curriculum Collective ("CCC") during the 2020/21 academic year. In 2023, the CCC was converted to Juntos Podemos, a training program designed to meet the need of the current Title V HSI grant objectives. The District has determined that a need exists to continue Juntos Podemos for the 2025/26 and 2026/27 academic years.
- 2) The purpose of Juntos Podemos is to engage in a collaborative reflection and enhancement process for each faculty member's respective courses. The focus is on developing a pedagogy of *cariño*: culturally responsive, inclusive, and relevant materials that will guide the implementation of effective and equitable teaching practices through a lens of servingness. Faculty participants will review and identify elements among the Course Outline of Record, syllabus, course assignments, and/or methods of providing feedback to students that could be more inclusive and equity-focused, culminating in the creation of a presentation that showcases their work.
- 3) Juntos Podemos will be led by facilitators, not to exceed four per year ("Facilitators"). The Facilitators will be selected by the Assistant Superintendent/Vice President, Instructional Services ("AS/VPIS"), in consultation with the Title V Project Director and Title V Program Director.
- 4) Each Facilitator will be responsible for the design, instruction, facilitation, and project management of Juntos Podemos. The Facilitators will provide direction and leadership throughout the academic year to the Juntos Podemos participants. The Facilitators will meet monthly with the Title V Project Director or designee to provide an update on the progress of the participants. Each Facilitator will receive a stipend of \$4,000 upon completion of each annual cohort. Facilitators will be compensated no later than June 30 of each designated year upon written confirmation by the AS/VPIS to the Payroll Manager.
- 5) The Facilitators will put out a call for faculty interested in participating in Juntos Podemos in the Fall semester. The Facilitators and Title V Project and Program Director will select faculty participants from a broad range of disciplines and departments of the college. The total cohort of faculty participants shall not exceed twenty-five (25) faculty members. Each faculty participant will make a commitment to complete the project

specified by Juntos Podemos training and project by the end of the designated academic year.

- 6) Each Juntos Podemos faculty participant will be required to complete a final presentation for this project. Faculty participants may be requested to present their project to the campus community, including to their respective departments, governance groups, or the Board of Trustees.
- 7) Each associate faculty member participating in Juntos Podemos shall receive a stipend of \$2,000 upon the conclusion of the project and submission of the final presentation to the Title V Project and Program Director. This stipend will provide compensation for the faculty member's work in Juntos Podemos for the entire academic year. Faculty may also request FLEX in lieu of compensation.

The agreement will become effective upon approval. It shall expire on June 30, 2027.

Sunita V. Cooke, Ph.D.

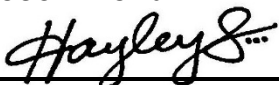
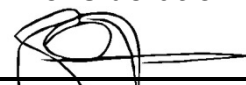
Krista Warren

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Signature	Date
Superintendent/President	
MiraCosta Community College District	

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Signature	Date
President	
MCC Academic Associate Faculty	

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-05 with the Academic Associate Faculty (Counselor Institute)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-05 with the Academic Associate Faculty</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Information</span> <span>✓ Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span>✓ Goal 4</span> </div>
<b>Recommend:</b>   <hr/> <b>Hayley D. Schwartzkopf, J.D.</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

The San Diego-Imperial Counties Community Colleges Regional Consortium created the Strong Workforce Counselor Institute (“Counselor Institute”) during the 2023/24 academic year on behalf of the region’s ten community colleges. The Regional Consortium has elected to offer the Counselor Institute for the 2025/26 academic year and awarded a grant to the District to offer the program.

The purpose of the Counselor Institute is to foster understanding and awareness of Career Education (“CE”); learn how to use labor market information and career exploration in advising students; use inquiry, evidence-based decision-making, and continuous improvement to examine services provided to students; support counselors building relationships and collaborating with CE instructional faculty and institutional researchers; counseling from a culturally inclusive perspective.

## STATUS

The District and the MiraCosta Community College District Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding (“MOU”).

## RECOMMENDATION

Ratify Memorandum of Understanding 25-05 between MiraCosta Community College District and the MiraCosta Community College Academic Associate Faculty, as stated.



MOU between the  
MiraCosta Community College District &  
MiraCosta Community College Academic Associate Faculty  
25-05

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This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to allow for the specific project identified below:

1. The San Diego-Imperial Counties Community Colleges Regional Consortium ("Regional Consortium") created the Strong Workforce Counselor Institute ("Counselor Institute") during the 2023/24 academic year on behalf of the region's ten community colleges. The Regional Consortium has elected to offer the Counselor Institute for the 2025/26 academic year and awarded a grant to the District to offer the program.
2. The purpose of the Counselor Institute is to foster understanding and awareness of Career Education ("CE"); learn how to use labor market information and career exploration in advising students; use inquiry, evidence-based decision-making, and continuous improvement to examine services provided to students; support counselors building relationships and collaborating with CE instructional faculty and institutional researchers; counseling from a culturally inclusive perspective
3. Each associate faculty member participating in the Counselor Institute shall receive a stipend of \$2,000 upon submission of the regional project including attendance at two regional learning events. This stipend will provide compensation for the faculty members' work in the Counselor Institute for the entire academic year. Faculty may also request FLEX in lieu of compensation.

This agreement will become effective upon approval. It shall expire on June 30, 2026.

Sunita V. Cooke, Ph.D.

Krista Warren

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Signature	Date
Superintendent/President	
MiraCosta Community College District	

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Signature	Date
President	
MCC Academic Associate Faculty	

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-06 with the Academic Associate Faculty (Honors Contracts)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-06 with the Academic Associate Faculty</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span> Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span> Goal 4</span> </div>
<b>Recommend:</b>   <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <b>Hayley D. Schwartzkopf, J.D.</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

The District offers Honors contracts to students on an individual basis to provide deeper, more challenging learning experiences through enriched coursework, active discussion, and critical thinking. Honors contracts also help foster advanced skills like independent analysis and complex problem-solving. Faculty who teach honors contracts have been eligible to be compensated for the additional work required. The District and Academic Associate Faculty have negotiated a change to allow honors contracts to be assigned as extra-contractual assignments instead of contractual assignments. This change aligns with how these assignments are made to full-time faculty.

**STATUS**

The District and the MiraCosta Community College Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to in the attached memorandum of understanding ("MOU").

**RECOMMENDATION**

Ratify Memorandum of Understanding 25-06 between MiraCosta Community College District and the MiraCosta Community College Academic Associate Faculty, as stated.





MOU between the  
MiraCosta Community College District &  
MiraCosta Community College Academic Associate Faculty  
25-06

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This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAFA") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to modify the terms of section 7.5 of the CBA:

- 1) Honors contracts shall be considered extra contractual assignments and will not be placed on a unit member's load card. Honors contracts are not part of the 67% workload limitations for unit members.
- 2) Before teaching an honors section, a unit member must either:
  - a. Complete a FLEX workshop in honors, or
  - b. Provide proof of experience teaching an honors section to the appropriate supervising dean and vice president, or
  - c. Receive a recommendation to teach an honors section from their respective department chair, which shall be subject to approval by the appropriate dean and vice president.
- 3) Compensation for teaching an honors section requires approval by the appropriate dean and vice president. Unit member's teaching honors contracts shall be compensated for 7.50 hours per student upon completion at the end of the term. Each honors contract will be paid at the unit member's corresponding non-classroom hourly rate of compensation from Exhibit B.
- 4) A maximum of seven (7) honors contracts may be accepted per unit member per semester, unless an exception is granted by the appropriate vice president. If the unit member conducted work on an honors contract for a student who subsequently dropped, they will notify the appropriate dean and vice president and submit hours worked (not to exceed 7.5).
- 5) The maximum number of honors student contracts for associate faculty as a whole shall not exceed 100 per academic semester.

This agreement will become effective upon approval. It shall expire on June 30, 2026.

Sunita V. Cooke, Ph.D.

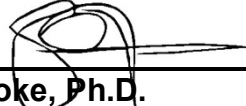
Krista Warren

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Signature	Date
Superintendent/President	
MiraCosta Community College District	

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Signature	Date
President	
MCC Academic Associate Faculty	

<b>Subject:</b>	<b>Attachment:</b>
<b>Approve 2026/27 Academic Calendar</b>	<b>2026/27 Academic Calendar</b>
<b>Category:</b>	<b>Type of Board Consideration:</b>
<b>Consent Items</b>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Information</b> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Consent</b> </div> <div style="text-align: center;"> <input type="checkbox"/>  <b>Action</b> </div> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Goal 1</b> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Goal 2</b> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Goal 3</b> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/>  <b>Goal 4</b> </div> </div>
	<b>Approved for Consideration:</b> <div style="text-align: center;">   <hr style="width: 100%;"/> <b>Sunita V. Cooke, Ph.D.</b>  <b>Superintendent/President</b> </div>

## BACKGROUND

Board Policy/Administrative Procedure 4010, Academic Calendar, states that the superintendent/president will submit the Academic Senate-recommended academic calendar to the board of trustees for approval. Implementation will occur in the year following the next academic year.

## STATUS

The Academic Senate has adopted Option 1 for implementation beginning in the 2026/27 academic year. This calendar shortens the instructional term (from 18 weeks to 16.5 weeks) while maintaining the same number of instructional and Flex days. Some Flex days have been distributed throughout the semester. This calendar does not schedule final exams and instead ends with a regular week of instruction. This option also allows for a full fall break and a traditional spring break.

The Academic Affairs Committee prepared the attached academic calendar for 2026/27. The calendar was approved by the Academic Senate on August 22, 2025, and recommended for approval by the superintendent/president.

## RECOMMENDATION

Approve the 2026/27 academic calendar, as recommended by the superintendent/president.

## 2026-2027 Academic Calendar : 16 Weeks

## Summer Intersession 2026

Jun 8	Summer Semester Begins
Jun 19	Juneteenth (Legal Holiday)
Jul 3	Independence Day (Legal Observance)
Jul 31	Summer Semester Ends

## Fall 2026

Aug 11-13	Professional Learning (Flex)
Aug 14	All-College Day
Aug 17	Fall Semester Begins
Sep 7	Labor Day (Legal Holiday)
Sep 8	Professional Learning (Flex)
Nov 11	Veterans Day (Legal Holiday)
Nov 23-28	Fall Break
Nov 26	Thanksgiving Day (Legal Holiday)
Nov 27	Campus Closed (Local Holiday)
Dec 12	Fall Semester Ends
Dec 14	Professional Learning (Flex)
Dec 24	Christmas Eve (Local Holiday)
Dec 25	Christmas (Legal Holiday)
Dec 28-31	Campus Closed

## Winter Intersession 2027

Jan 1	New Year's Day (Legal Holiday)
Jan 4	Winter Intersession Begins
Jan 18	Dr. Martin Luther King, Jr. Day (Legal Holiday)
Jan 26-29	Professional Learning (Flex)
Jan 29	Winter Intersession Ends

## Spring 2027

Feb 1	Spring Semester Begins
Feb 12	Lincoln Day (Legal Holiday)
Feb 13	Campus Closed
Feb 15	Washington Day (Legal Holiday)
Mar 29 - Apr 2	Spring Break
Apr 2	Campus Closed (Local Holiday)
Apr 29	Professional Learning (Flex)
May 28	Spring Semester Ends
May 28	Commencement
May 31	Memorial Day (Legal Holiday)

## Summer Session 2026

June 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Fall Semester 2026

August 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Winter Session 2027

January 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Spring Semester 2027

February 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## KEY

	Legal/Local Holidays
	Non-class days
	Summer Intersession
	Fall Semester
	Winter Intersession
	Spring Semester
	Fall/Spring Break
	Commencement
	Professional Learning (Flex)
	All-College Day
	Winter Intersession & Flex

October 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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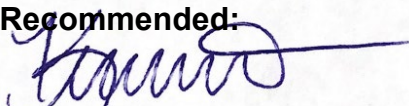

83 Instructional Days  
(Includes 5 Instructional Saturdays)  
5 Days of Flex

15 15 15 16 15+1

83 Instructional Days  
(Includes 5 Instructional Saturdays)

1 All-College Day | 5 Days of Flex



<b>Subject:</b>  <b>Approve Reorganization of the Letters and ESL Departments</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span> Consent</span> <span>Action</span> </div>
<b>Recommended:</b>  <hr/> <b>Kristina Denée Pescarmona</b> <b>Vice President, Instructional Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

The purpose of this reorganization is to maximize collaboration and efficiency in two related departments. Due to changes related to AB 1705, the Transfer Letters department and Pre-Transfer Letters department will merge into a single Letters department. For similar reasons, Credit ESL and Noncredit ESL will also merge into a single ESL department. The new Letters department will remain in the academic division of Humanities, Communications Studies and Mathematics. The new ESL department will be housed in the academic division of Continuing and Community Education.

**STATUS**

The current organizational structure at the college maintains a separate Transfer Letters Department and a Pre-Transfer Letters Department in a single division, as well as distinct Credit ESL and Noncredit ESL Departments that operate within two different academic divisions. While these structures have historically served the institution, future alignment through consolidation into single, unified departments is necessary to advance efficiency, collaboration, and compliance with evolving state mandates and collective bargaining adjustments.

**Transfer and Pre-Transfer Letters**

At present, the separation of Transfer and Pre-Transfer Letters allows for targeted oversight of programs that support different student pathways into transfer-level ENGL C1000. However, as student mobility increases and curriculum alignment strengthens, the distinction between these two areas is increasingly artificial. A merger into a single Letters Department will:

- Streamline scheduling, reducing redundancies and increasing flexibility for students.
- Provide consistent leadership and professional development.

**Credit and Noncredit ESL**


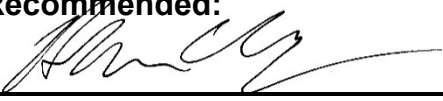
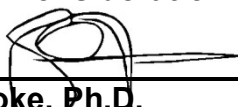
Currently, Credit ESL and Noncredit ESL exist in separate academic divisions, creating barriers to collaboration and limiting students' seamless progression between noncredit and credit course programming. Merging these areas into a single ESL Department will:

- Enhance efficiency by centralizing scheduling, faculty assignment, and resource allocation.
- Improve student pathways by ensuring better curricular alignment across credit and noncredit, especially as students move between adult education, developmental, and transfer-level coursework.

Both changes respond to legislative and policy changes, particularly California Assembly Bill 1705, which requires placement of students directly into transfer-level English and math courses with appropriate supports. In addition to efficiency and student success, the proposed mergers are supported by recent changes in the collective bargaining agreement related to department chair reassignment. These changes provide structural flexibility to realign academic departments in ways that both respect faculty leadership roles and optimize institutional operations.

## **RECOMMENDATION**

Approve the recommended reorganization within the Instructional Services Division effective September 12, 2025.

<b>Subject:</b>  Approval of Travel to Florence, Italy, October 26-30, 2025, for Site Visit to the AIFS Study Center	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information  Consent      Action
<b>Recommended:</b>  Alketa Wojcik, Ed.D. Assistant Superintendent/Vice President, Student Services	<b>Approved for Consideration:</b>  Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Since 2010, MiraCosta College has been an active member of the Southern California Foothills Consortium (SCFC), collaborating with AIFS (American Institute for Foreign Study) to send students on both semester and summer Study Abroad Programs. Florence has consistently been one of the most popular destinations for MiraCosta College students. To date, two summer cohorts have studied in Florence, and this fall, ten students are enrolled in the semester program. Demand remains strong, with 329 students expressing interest in the summer 2025 program and 137 in the fall 2025 semester program.

**STATUS**

MiraCosta College has been invited by AIFS, our long-time study abroad partner, to participate in a site visit to the AIFS Study Center in Florence, Italy. This visit will provide an opportunity to review program facilities, meet with on-site staff and faculty, assess student housing, safety measures, and academic offerings. Participation will ensure that MiraCosta College continues to provide high-quality, academically rigorous, and safe study abroad opportunities for students.

AIFS has extended a formal invitation for Student Services Coordinator Leti Quinn to represent MiraCosta College at the Florence site visit, alongside Citrus College's Jack Beckham. As part of their commitment to partnership, AIFS will cover round-trip airfare and airport transfers, four nights of hotel accommodation, and breakfast each morning.

The expected outcomes are to evaluate the quality of academic instruction and program facilities at the Florence Study Center; review student housing, health, and safety protocols; strengthen relationships with AIFS and SCFC partner institutions; gather first-hand insights to guide faculty-led and semester program planning; and provide a post-visit report and recommendations.

**RECOMMENDATION**

Approve request for Leti Quinn to travel to Florence, Italy, on October 26-30, 2025, for a site visit to the AIFS Study Center.



Paula Messina  
(she/her/hers)  
Regional Director, AIFS Abroad  
*Based in California*  
[pmessina@aifs.com](mailto:pmessina@aifs.com)  
+1-203-399-5110  
Cell: 909-908-8953

March 17, 2025

Ms. Leti Jacques  
Student Services Coordinator  
The International Office  
MiraCosta College

Dear Leti,

I am pleased to invite you to participate in the site visit of the Southern California Foothills Consortium program in Florence, Italy during the Fall 2025 semester to review accreditation standards.

The site visit will focus on:

- **AIFS Foundational Pillars:** You will learn how we operationalize our four foundational pillars in each location: Cultural Engagement, Career Readiness, Sustainability and Academic Excellence.
- **Student and Faculty Experience:** You will meet with SCFC Faculty and students, attend a class session of the Italian Life and Culture course and an academic field trip.
- **Student Life:** You will meet with our Program Directors, visit participant housing and experience a taste of the local culture. See how we work to help your students thrive in-country and beyond.

AIFS will provide your round-trip flights from San Diego to Florence and four nights in a local hotel including breakfast and airport transportation.

We look forward to welcoming you in Florence.

Best regards,

Paula





1 Barnard Drive, Oceanside, CA 92056  
760.757.2121 • miracosta.edu

To: MiraCosta Board of Directors  
Kathy Rodriguez, Director of Admissions and Records

From: Leti Quinn, Student Services Coordinator - International Office

Date: August 25, 2025

RE: Request for Site Visit: AIFS Florence, Italy Study Center (October 26-30, 2025)

### Purpose of Request

MiraCosta College has been invited by AIFS, our long-time study abroad partner, to participate in a site visit to the AIFS Study Center in Florence, Italy. This visit will provide an opportunity to review program facilities, meet with on-site staff and faculty, and assess student housing, safety measures, and academic offerings. Participation will ensure that MiraCosta continues to provide high-quality, academically rigorous, and safe study abroad opportunities for our students.

### Background

Since 2010, MiraCosta College has been an active member of the Southern California Foothills Consortium (SCFC), collaborating with AIFS to send students on both semester and summer study abroad programs. Florence has consistently been one of the most popular destinations for our students. To date, two summer cohorts have studied in Florence, and this fall 10 students are enrolled in the semester program. Demand remains strong, with 329 students expressing interest in the Summer 2025 program and 137 in the Fall 2025 semester program.

### Invitation & Coverage

AIFS has extended a formal invitation for Leti Quinn to represent MiraCosta College at the Florence site visit, alongside Citrus College's Jack Beckham. As part of their commitment to partnership, AIFS will cover:

- Round-trip airfare and airport transfers
- Four nights of hotel accommodations
- Breakfast each morning

### Expected Outcomes

- Evaluate the quality of academic instruction and program facilities at the Florence Study Center.
- Review student housing, health, and safety protocols.
- Strengthen relationships with AIFS and SCFC partner institutions.
- Gather first-hand insights to guide faculty-led and semester program planning.
- Provide a post-visit report and recommendations.

COMMUNITY LEARNING CENTER  
1831 Mission Avenue  
Oceanside, CA 92058  
760.795.6710

OCEANSIDE CAMPUS  
1 Barnard Drive  
Oceanside, CA 92056  
760.757.2121

SAN ELIJO CAMPUS  
North San Diego Small Business Development Center  
Regional Center of Excellence  
Social Veterans Business Outreach Center  
3333 Manchester Avenue, Cardiff, CA 92007  
760.934.444

TECHNOLOGY CAREER INSTITUTE  
2075 Las Palmas Drive  
Carlsbad, CA 92011  
760.795.6820



<b>Subject:</b>  <b>Approve Purchase of Student Financial Success Software from Ellucian Company LP</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Item	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span> Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span> Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span>Goal 4</span> </div>
<b>Recommended:</b>   <b>Elba G. Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>   <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

Financial Aid Office uses Student Financial Success software, formerly known as CampusLogic, from Ellucian Company LP to manage financial aid verification and communications with students. Use of this software has reduced file review wait times from one to four weeks to just one to four days, while providing a more student-friendly process for submitting verification information compared to previous methods such as PDF uploads, ILINX, and PeopleSoft. Campus Communicator, part of the Student Financial Success suite, also delivers infographic-style messages that are clearer and easier for students to understand than plain text notices. Together, these improvements have enhanced the student experience, reduced administrative workload, and supported the timely delivery of financial aid, aligning with the district's commitment to access and student success.

## STATUS

Pursuant to California Public Contract Code section 20652, the district is authorized to utilize contracts awarded by other public agencies, a process commonly referred to as "piggybacking." This provision permits the district to procure goods and services at the same price and under the same terms and conditions as those obtained by the awarding agency, provided that the agency awarded the contract through a competitive bidding process and the pricing and terms are determined to be in the best interest of the district.

Additionally, the Foundation for California Community Colleges (FCCC) operates under the California Community Colleges Chancellor's Office and is authorized to perform contracting functions. Under Government Code section 20057(b), the FCCC qualifies as a public agency, which includes the state and its political subdivisions. Education Code section 72670.5 further authorizes the Chancellor of the California Community Colleges to enter into contracts on behalf of the California Community College system. Through this authority, the FCCC delivers services that support the system's mission, including systemwide procurement initiatives.



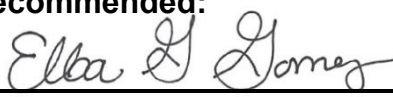
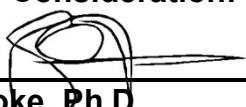
District staff has determined that purchases made from utilizing the FCCC Agreement #0000-4497 with Ellucian Company LP for the purchase of software provides the lowest cost and best overall value to the district. The Financial Aid Office requests the board approve a three-year term with Ellucian Company LP for a total contract value of \$365,961.00.

<b>Description</b>	<b>Term</b>	<b>Cost</b>
Year 1 Software Cost	10/01/25 – 09/30/26	\$ 114,952
Year 2 Software Cost	10/01/25 – 09/30/26	\$ 121,849
Year 3 Software Cost	10/01/25 – 09/30/26	\$ 129,160
Grand Total		\$ 365,961

Funds have been identified from the Student Financial Aid Administration (SFAA) Technology budget.

## **RECOMMENDATION**

Authorize the assistant superintendent/vice president, administrative services to proceed with the procurement of Student Financial Success software from Ellucian Company LC in accordance with the terms and conditions of the FCCC #0000-4497 for a three-year term in an amount not to exceed \$365,961.

<b>Subject:</b>  <b>Ratify and Approve Contracts and Purchase Orders</b>	<b>Attachment:</b>  <b>Contract and Purchase Order Ratification List</b>
<b>Category:</b>  <b>Consent Item</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span>Consent </span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3 </span> <span>Goal 4</span> </div>
<b>Recommended:</b>  <b>Elba Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>  <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**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**  
**July 26, 2025 – August 18, 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.

<b>CUPCCAA POs from \$5,000 – \$200,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003491	Kelly Gee Striping	2B Overflow, 3A, B & C Striping (Fac)	\$24,853.95
25003566	Russ Stroika	Painting OC 4800 (Fac)	\$24,500.00
25003490	Maurice Gannon	Green House & Concert Hall Sidewalk (Fac)	\$14,100.00
25003391	Long Glazing & Doors, Inc.	Gym Glass Replacement in OC5200 (Fac)	\$13,581.00
25003449	Maurice Gannon	Trip Hazard T310 & 4500 (Fac)	\$12,700.00
25003544	J.P. Weiman Construction, Inc.	Painting OC 2800 (Fac)	\$10,910.00
25003489	Maurice Gannon	Track & Field Maintenance Ramp (Fac)	\$8,800.00

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.

<b>Emergency Repair Contracts Without Bid</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>POs from \$25,000 - \$114,800</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003324	Sutton Environmental Services	Annual tree trimming service (Fac)	\$105,600.00
25003648	Laerdal Medical Corporation	Equipment (Nurs)	\$103,303.59
25003636	Facilities Planning & Program Services Inc.	Contract Services (Fac)	\$99,330.00
25003372	Climatec LLC	Contract Services (Fac)	\$92,532.00
25003412	Pride Industries	Contract Services (Fac)	\$88,992.00
25003364	Revive Media	Advertising (PIO)	\$70,000.00
25003557	ISSQUARED, Inc.	Board Agenda Item VII.N on July 17, 2025	\$68,737.16
25003496	Medical Shipment LLC	Equipment (Nurs)	\$60,615.67
25003301	WRD Consulting, LLC	Consulting (Instruc Serv)	\$60,000.00
25003558	Window Shine Professional Services	Contract Services (Fac)	\$59,480.00
25003563	AO Reed & Co	Contract Services (Fac)	\$50,874.00
25003510	Orkin Services of California, Inc.	Contract Services (Fac)	\$50,296.36
25003403	The PAPE Group Inc.	Equipment (Fac)	\$37,495.12
25003373	Weiland and Associates, Inc.	Contract Services (Fac)	\$37,200.00
25003596	The Computing Technology Industry Association, Inc.	License Fees (Career Ed)	\$35,400.00
25003417	Acumen Enterprises Inc	Consulting (Fin Aid)	\$30,000.00
25003347	Watermark Insights, LLC	Software Renewal (ITS)	\$26,561.44
25003545	MJK Architecture	Contract Services (Fac)	\$25,500.00

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.

<b>POs from \$10,000 - \$24,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003546_PO	Mason Interactive Inc.	Advertising (PIO)	\$24,000.00
25003382_PO	Strata Information Group	Contract Services (EOPS)	\$21,800.00
25003348_PO	Study Smart Tutors Inc	Consulting (Student Serv)	\$21,000.00
25003315_PO	Cart Mart Inc	Equipment (Fac)	\$18,009.25
25003628_PO	SimX, Inc	Software Maintenance (Nurs)	\$15,800.00
25003418_PO	Summerland Bags LLC	Supplies (EOPS)	\$15,569.18
25003388_PO	Higher Edge Consulting LLC	Contract Services (Fin Aid)	\$15,000.00
25003506_PO	Van Dermeyden Makus Law Corporation	Contract Services (HR)	\$15,000.00
25003464_PO	Loomis Armored US, LLC	Contract Services (Cashier)	\$15,000.00
25003509_PO	Thermo Solutions Services USA, Inc.	Contract Services (BioTech)	\$13,260.00
25003634_PO	iCIMS, Inc.	Contract Services (HR)	\$12,758.77
25003629_PO	Laerdal Medical Corporation	Equipment (Nurs)	\$12,139.63
25003409_PO	Daylene Michele Meuschke	Consulting (Student Supp)	\$12,000.00
25003328_PO	Air Exhaust Company Inc	Maintenance Agreement (Fac)	\$11,840.00
25003589_PO	Keenan & Associates	Contact Services (Risk)	\$11,722.00
25003568_PO	CHC Refrigeration Inc	Contract Services (Fac)	\$11,500.00
25003542_PO	Pete's Road Service	Contract Services (Fac)	\$10,500.00
25003497_PO	CulinArt Group	Food (Std Srvs)	\$10,410.95
25003581_PO	MiraCosta College Foundation	Membership (Pres)	\$10,400.00
25003486_PO	Next Gen Web Solutions	Software Renewal (Fin Aid)	\$10,320.00
25003637_PO	Telsco Industries	Contract Services (Fac)	\$10,055.51
25003379_PO	Moonlight Mobile Notary	Contract Services (HR)	\$10,000.00
25003434_PO	MiraCosta Child Development Center	Student Financial Aid (EOPS)	\$10,000.00
25003507_PO	Gig Talent, LLC.	Consulting (HR)	\$10,000.00
25003592_PO	Cooperative Personnel Services	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.

<b>POs from \$5,000 - \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003431	Valsoft Corp	Software Renewal (Learning Cent)	\$9,800.00
25003330	Stotz Equipment	Contract Services (Fac)	\$9,500.00
25003366	Agile Sports Technologies, Inc.	Contract Services (KHAN)	\$9,500.00
25003327	Pyro- Comm Systems , Inc	Contract Services (Fac)	\$9,000.00
25003432	Cart Mart Inc	Equipment (Fac)	\$8,966.38
25003303	CDW-G	Equipment Technology (Nurs)	\$8,708.93
25003658	Waxie	Supplies and equipment (Fac)	\$8,186.87
25003413	Foundation for California Community Colleges	Membership (Fac)	\$8,023.57
25003444	Follett Higher Education Group, LLC	Blanket (Student Equ)	\$8,000.00
25003467	Nationwide HR Services, Inc	Contract Services (Workforce Dev)	\$8,000.00
25003564	University of California San Diego	Instructional Supplies (Bio)	\$7,956.15
25003344	Singlewire Software	Software Renewal (ITS)	\$7,821.00
25003410	Universidad Popular	Consulting (Student Supp)	\$7,500.00

25003519	Discovery Preschools	Student Financial Aid (EOPS)	\$7,443.74
25003461	Dell	Equipment Technology (ITS)	\$7,062.10
25003627	Intelligent Video Solutions LLC	Software Renewal (Nurs)	\$6,769.35
25003426	CulinArt Group	Blanket (Puente)	\$6,495.00
25003635	Sun West Supplies	Blanket (Fac)	\$6,495.00
25003647	CulinArt Group	Food (Gov Brd)	\$6,495.00
25003643	CulinArt Group	Food (Std Eqty)	\$6,495.00
25003465	Graybar Electric	Equipment & Supplies (ITS)	\$6,398.00
25003463	iXplore Universities LLC	Advertising (Int. Ed)	\$6,300.00
25003584	Society of Professional Hispanic Engineers	Registration (Nat & Soc Sci)	\$6,200.00
25003543	Culligan of San Diego	Contract Services (Fac)	\$5,880.12
25003651	Follett Higher Education Group, LLC	Books (Divers)	\$5,697.00
25003326	Cable, Pipe & Leak Detection Inc	Contract Services (Fac)	\$5,025.00
25003356	Fire Tech	Maintenance Agreement (Fac)	\$5,000.00
25003404	Anne Krueger	Contract Services (PIO)	\$5,000.00
25003518	3Play Media Inc	Blanket (DSPS)	\$5,000.00

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: \$1,758,165.79	
Ratify MCC purchase orders 25003299 through 25003670	

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 #	Supplier	Description	Amount
25000141_SCON	Beyond Education Consultancy Pvt. Ltd	Beyond Education Consultancy Agreement	\$0.00

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.

Facilities Use Agreements			
Contract #	Licensee	Description	Amount
25000142_SCON	Thrive San Diego Sports	Civic Center - Youth Basketball Games	\$6,400.00
25000143_SCON	Open Book Theater	Civic Center - A musical performance consisting of singing, dancing, stage combat and more. Ages 13-19 in the show.	\$1,606.00
25000137_SCON	Encinitas Friends of the Arts	Civic Center - Thrive SD – Beach Blast Youth Basketball Tournament	\$0.00

**Capital Improvement Program Contract and Purchase Order Ratification List**  
**July 26, 2025 - August 18, 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.

<b>CUPCCAA POs from \$5,000 – \$200,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>POs Greater Than \$25,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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 informal quotes (e.g., telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

<b>POs from \$10,000 - \$24,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003555	Botsford Construction Inc	04237 - 4500 Science Building - Misc. Construction for Math and Biology Bldg. Patch and Paint Walls, Relocate Ice Machine, Remove Whiteboards, Install Cabinets (OCN)	\$16,000.00
25003556	Johnson Flooring Inc	04204 - Gym KHAN - Preparation and Refinishing the Gym Floor (OCN)	\$14,000.00
25003633	Maurice Gannon	04205 - 3000 Series Buildings - Truncated dome installation on both sides of parking lot 3D loading dock entrance (OCN)	\$11,450.00

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.

<b>POs from \$0 - \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25003554	Dell (Punchout)	04203 - Student Services Building - Purchase Dell professional Monitors for counter (OCN)	\$1,069.20
25003514	Division of the State Architect	04207- Administration Building- DSA Re-examination Fee (OCN)	\$750.00

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
25003515	Kitchell	Amendment 5 - RFQP Measure MM Bond Program Management Services for July 1, 2024 to June 30, 2025	\$4,010,000.00

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.

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

<b>Total Contract Expenditures:</b>	<b>\$4,053,269.20</b>
<b>Ratify purchase orders — 2500: 3555, 3556,3633, 3554,3514, 3515</b>	



<b>Subject:</b>  <b>Adopt Fiscal Year 2025/26 Final Budget</b>	<b>Attachment:</b>  <a href="#"><u>FY2025/26 Final Budget</u></a>
<b>Category:</b>  <b>Action Items</b>	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information</span> <span>Consent</span> <span>Action </span> </div>
<b>Institutional Goals:</b>  <a href="#"><u>mcc_mission_statement.pdf (miracosta.edu)</u></a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span> Goal 1</span> <span> Goal 2</span> <span> Goal 3</span> <span> Goal 4</span> </div>
<b>Recommended:</b>   <hr/> <b>Elba G. Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

A final budget workshop was conducted for the Board of Trustees on September 4, 2025.



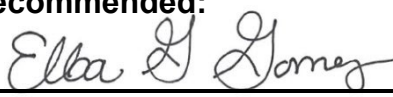
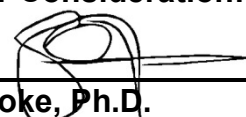
**STATUS**

On this date, a public hearing concerning the proposed final budget is included on the board agenda. After that hearing, the board will be asked to adopt the FY2025/26 final budget. Although the term “final budget” is used, during the course of the fiscal year, transfers are made among various accounts. Additional revenues and transfers between funds and between the major object categories require board approval; transfers within the same fund and within the same major object categories do not require board approval. Major object categories are academic salaries, classified salaries, employee benefits, supplies and other small tangibles, contracts and other intangibles, facilities and equipment, and transfers. The FY2025/26 final budget is available online at:

<https://hub.miracosta.edu/boarddocs/09112025/FY26FinalBudget.pdf>

**RECOMMENDATION**

Adopt the FY2025/26 final budget, as presented.

<b>Subject:</b>  <b>Appoint Independent Citizens' Bond Oversight Committee Members</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information      Consent  Action
<b>Institutional Goals:</b> <a href="http://mcc.mission.statement.pdf">mcc.mission.statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b>  Goal 1      Goal 2      Goal 3  Goal 4
<b>Recommended:</b>  Elba G. Gomez Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  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






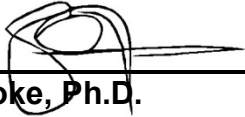
Eleanor Evans, the current bona-fide taxpayers association member on the ICBOC, has completed her first term. Ms. Evans is an active member of the San Diego County Taxpayers Association and has served on multiple bond oversight committees. A district

resident, Ms. Evans is also a former educator, having taught at both Oceanside Unified School District and MiraCosta College.

It is recommended that Ms. Evans be appointed for a second two (2)-year term.

## **RECOMMENDATION**

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

<b>Subject:</b>  Board Policy 2305 – Annual Organizational Meeting	<b>Attachment:</b>  Board Policy 2305 – Annual Organizational Meeting
<b>Category:</b>  Board Policies – Second Read	<b>Type of Board Consideration:</b>  Information                  Consent  Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>   Goal 1  Goal 2  Goal 3  Goal 4
	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**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 edits to Board Policy 2305 – Annual Organizational Meeting has been completed and approved by College Council. The policy is now presented for adoption by the board.

**RECOMMENDATION**

Adopt Board Policy 2305.






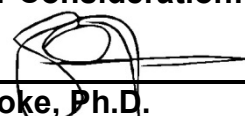
~~The Board will hold an annual organizational meeting at its December Board meeting. In years when Trustees are elected, the annual organizational meeting of the Board will be held within 15 days after the second Friday in December. The annual organizational meeting of the Board of Trustees shall be held as prescribed by the San Diego County Office of Education during the fifteen day (15) period beginning the first Friday in December.~~

The purpose of the annual organizational meeting is to elect a Board president, vice president, secretary, and assistant secretary, and to conduct any other business as required by law or determined by the ~~b~~Board.

MiraCosta Community College District

Page 1 of 1

Effective Date: 7/7/09, xx/xx/xx  
Periodic Review: 11/18/15, 9/09/21  
References: Education Code §72000(c)(2)(A)  
CCLC Update: ~~-#46, 4/25~~  
Steering: S/P / N/A

<b>Subject:</b>  Board Policy 3820 – Gifts	<b>Attachment:</b>  Board Policy 3820 – Gifts
<b>Category:</b>  Board Policies – Second Read	<b>Type of Board Consideration:</b> <div> Information Consent Action  </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div>  Goal 1  Goal 2  Goal 3  Goal 4 </div>
	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**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 edits to Board Policy 3820 – Gifts has been completed and approved by College Council. The policy is now presented for adoption by the board.

**RECOMMENDATION**

Adopt Board Policy 3820.

The board of trustees delegates the authority to the superintendent/president to accept any gifts, donations, bequests, and devices offered to the district, student organizations, or any other affiliate organization of the district that are determined to be of educational value to the district, and to reject any gifts that are not of educational value.

Once a determination has been made to accept a gift, the receipt of such a gift shall be processed through the Institutional Advancement Office of the district and, when legally permitted, will be routed through the MiraCosta College Foundation. Should the foundation cease to exist for any reason, all of the assets of the foundation will inure to the district.



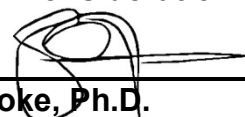
Depositing gifts with the MiraCosta College Foundation shall afford the donor the ability to take an approved charitable deduction to an authorized IRS 501(c)3 organization. Gifts donated directly to the district may also qualify for tax deductions as outlined by the Internal Revenue Service. Only in extremely unusual circumstances, with the approval of the superintendent/president, will gifts be deposited in a district trust account.

The board of trustees reserves the right to refuse to accept any gift in accordance with its policies and procedures that does not contribute toward the goals of the district and/or foundation, or the ownership of which would have the potential to deplete resources of the district or the foundation.

Neither the foundation nor the district shall assume any responsibility for appraising the value of gifts made to the district or the foundation.

Acceptance of a gift shall not be considered endorsement by the foundation or district of a product, enterprise, or entity.

In no event shall the district or the foundation accept a donation from any donor who engages in practices or policies that ~~discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.~~ do not align with Board Policy 3410: Nondiscrimination.

<b>Subject:</b>  Board Policy 3501 – Campus Security and Access	<b>Attachment:</b>  Board Policy 3501 – Campus Security and Access
<b>Category:</b>  Board Policies – First Read	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information</b>                      <b>Consent</b>                      <b>Action</b> </div>
<b>Institutional Goals:</b> <a href="http://mcc.missionstatement.pdf">mcc mission statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">   <b>Goal 1</b>                      <b>Goal 2</b>                      <b>Goal 3</b>                      <b>Goal 4</b> </div>
	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**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 edits to Board Policy 3501 – Campus Security and Access has been completed and approved by College Council. The policy is now presented for a first read by the board.

**RECOMMENDATION**

For information only.



The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

The superintendent/president shall establish procedures for security and access to all MiraCosta College District facilities.

Adoption History: 4/16/14








Periodic Review: 2/13/20

Reference Update 4/15

References 34 Code of Federal Regulations Part 668.46 (b) (3)  
Accrediting Commission for Community and Junior Colleges  
Accreditation Standard [III.B.1.3.8](#)

CCLC Update: [#19, 8/11](#); [#26, 4/15](#); [#44, 4/24](#)

Steering: VPAS / N/A

<b>Subject:</b>  <b>Public Hearing: 4:00 p.m. – FY2025/26 Final Budget</b>	<b>Attachment:</b>  None
<b>Category:</b>  Information	<b>Type of Board Consideration:</b> <div style="text-align: center;">   Information                  Consent                  Action </div>
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">                     Goal 1                  Goal 2                  Goal 3                  Goal 4 </div>
<b>Recommended:</b>   <hr/> <b>Elba G. Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

In accordance with the provisions of Education Code §58301, the governing board of each district shall hold a public hearing on the proposed budget for the ensuing fiscal year. The hearing may be concluded on the proposed budget when there are no requests for further hearing on file. The budget shall not be finally adopted by the governing board until after the public hearing has been held.

**STATUS**

Notification of dates and locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing has been published in accordance with the applicable Education Code sections. The public hearing on the FY2025/26 final budget will commence no earlier than 4:00 p.m. and as close to 4:00 p.m. as the business of the board permits.

**RECOMMENDATION**

For information only.

<b>Subject:</b>  MiraCosta Community College District Irrevocable Trust Investment Board Report	<b>Attachment:</b>  •FY2025 Portfolio Summary Sheet •MCCD Trust Statement-Other Post- Employment Benefits (OPEB) •MCCD Trust - Funded Liability % Trend
<b>Category:</b>  Information	<b>Type of Board Consideration:</b>  <div style="display: flex; justify-content: space-around;"> <span>Information </span> <span>Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="http://mcc.mission.statement.pdf(miracosta.edu)">mcc.mission.statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div style="display: flex; justify-content: space-around;"> <span>Goal 1</span> <span>Goal 2</span> <span>Goal 3</span> <span>Goal 4 </span> </div>
<b>Recommended:</b>   Elba G. Gomez Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   Sunita V. Cooke, Ph.D. Superintendent/President

## BACKGROUND

Government Accounting and Standards Board (GASB) Bulletins require every community college district to commission actuarial studies to project the future Other Post-Employment Benefits (OPEB) liability for past and current employees. The OPEB liability is the future cost of health-and-welfare plans for retirees. GASB requires that each district conduct the actuarial study every two (2) years and that the annual audit include the liability and a plan to fund that liability over no more than 30 years.

GASB does not yet require that the plan be funded, but there are several factors that make it highly advisable for the district to fund the plan. The purpose of the valuation is to measure the district's liability for Other Post-Employment Benefits (OPEB) and to determine an actuarially determined contribution (ADC). The ADC is a target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results may also serve as the basis for complying with GASB 75 for the district's fiscal year ending June 30, 2025.

## STATUS

The MCCD Irrevocable Trust Investment Board met on August 27, 2025, to review the trust's portfolio and performance for the past fiscal year.

As of June 30, 2025, the trust fund balance was \$39.2 million, an increase of \$3.7 million from the prior year. Growth came from an increase in market value (\$2.6 million) and income dividends (\$1.1M), representing a 10.6 percent return on investment since June 2024.

The trust's funded liability ratio was 133.2 percent as of June 2025, compared to 137.8 percent in June 2024. Based on this review, the MCCD Irrevocable Trust Investment Board recommended continuing with the balanced portfolio (50 percent equity and 50 percent fixed income).

The Total OPEB Liability was reported at \$29,435,126, according to the GASB 75 Interim Report for the period ending June 30, 2025, conducted by Nyhart.

## **RECOMMENDATION**

For information only.

## Balanced Fund Target Allocation, 6/30/25

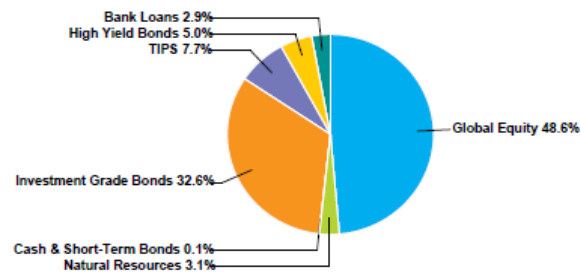
50% Equity/50% Fixed Income

**MEKETA**

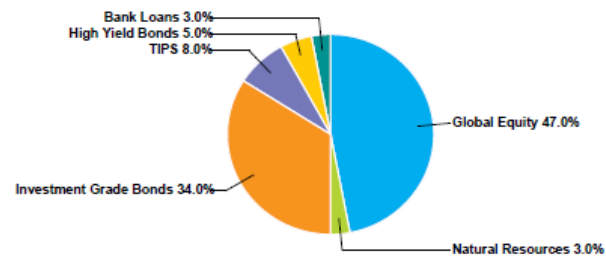
## Community College League of California Aggregate

**Balanced Fund | As of June 30, 2025**

Current Allocation



Target Allocation



Asset Allocation on June 30, 2025			
	Market Value \$	Allocation (%)	Target (%)
Global Equity	147,149,694.3	48.6	47.0
Natural Resources	9,324,225.0	3.1	3.0
Cash & Short-Term Bonds	164,023.2	0.1	0.0
Investment Grade Bonds	98,708,319.2	32.6	34.0
TIPS	23,278,513.4	7.7	8.0
High Yield Bonds	15,148,274.4	5.0	5.0
Bank Loans	8,865,995.1	2.9	3.0
Total Fund	302,639,044.5	100.0	100.0

## Trust Statement, Annual 06/30/2025

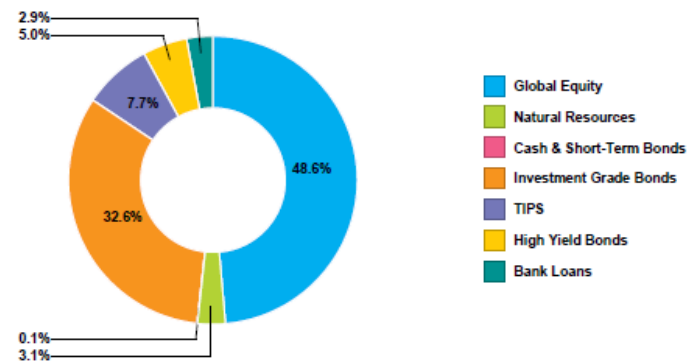
**Mira Costa Community College District**  
Balanced (50% Fixed Income, 50% Equity)

**6/30/2025**

### Change in Portfolio - 4th Quarter of Fiscal Year 2025

### Asset Allocation

Portfolio Value on 3/31/2025	37,163,864
Contributions	-
Withdrawals	-
Change in Market Value	1,766,861
Income Received	279,098
Portfolio Fees	-
<b>Portfolio Value on 6/30/2025</b>	<b>39,209,823</b>



### Trailing Period Performance

	QTD (%)	1 Yr (%)	3 Yr (%)	5 Yr (%)	10 Yr (%)	15 Yrs (%)	Since Inception (%)	Inception Date
Mira Costa Community College District	5.5	10.6	10.0	7.0	6.0	6.9	7.5	Jul-09
Policy Benchmark	6.2	11.0	10.0	7.0	N/A	N/A	N/A	

### Fiscal Year Performance

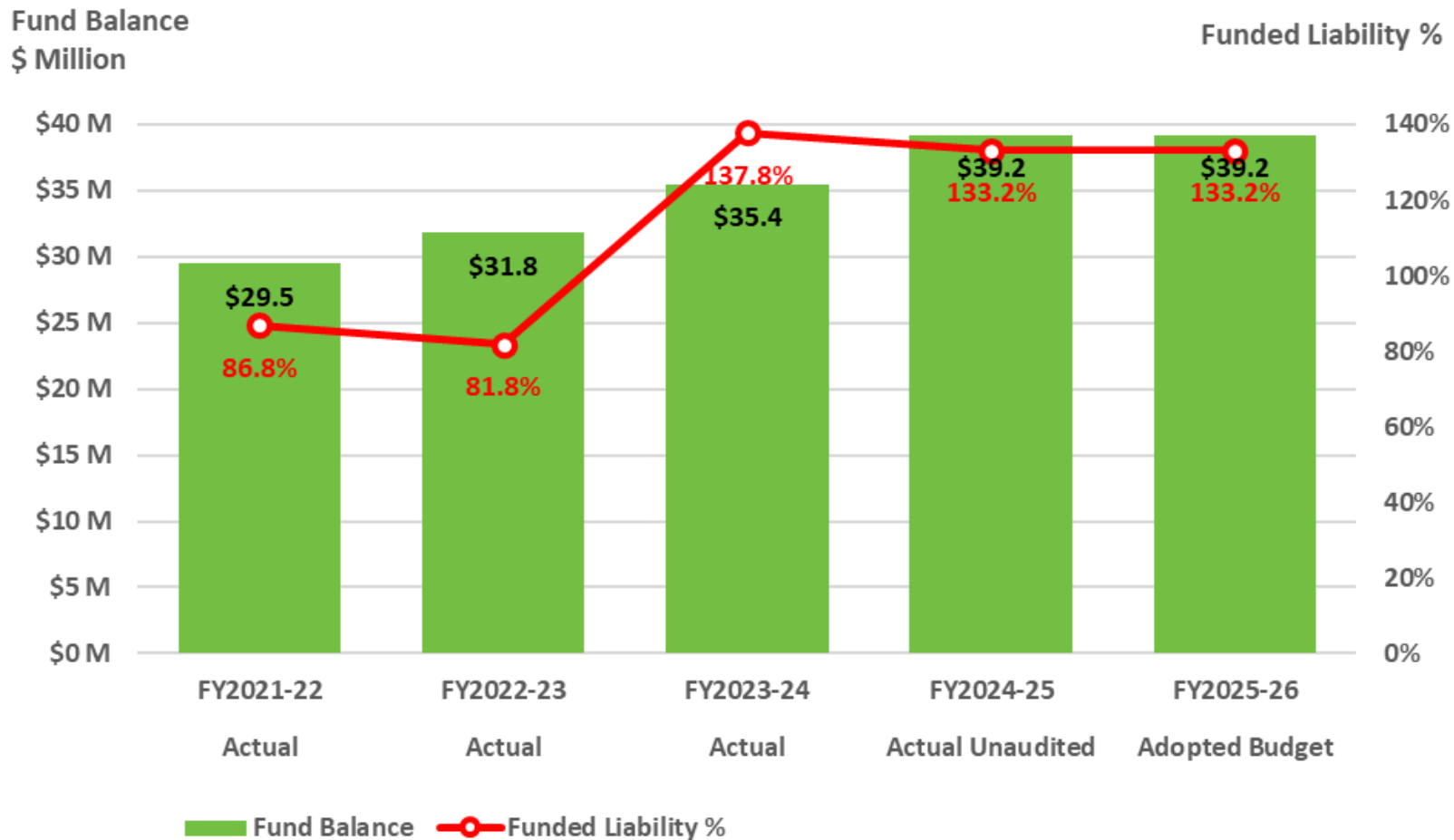
	Fiscal Year 2025 (%)	Fiscal Year 2024 (%)	Fiscal Year 2023 (%)	Fiscal Year 2022 (%)	Fiscal Year 2021 (%)	Fiscal Year 2020 (%)	Fiscal Year 2019 (%)	Fiscal Year 2018 (%)	Fiscal Year 2017 (%)	Fiscal Year 2016 (%)	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)
Mira Costa Community College District	10.6	11.4	7.9	-12.2	20.2	4.4	5.9	7.0	9.2	-0.9	2.7	11.9
Policy Benchmark	11.0	10.8	8.2	-12.4	20.5	5.8	7.4	6.8	9.5	N/A	N/A	N/A

Policy Benchmark consists of 47% MSCI ACWI IMI, 1% Vanguard Spliced Global Capital Cycles Index, 1% Spliced U.S. IMI Materials 25/50, 1% Vanguard Spliced Energy Index, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% S&P UBS Leveraged Loan

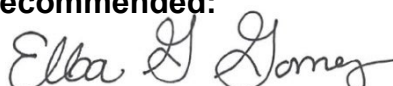
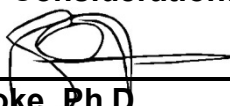
## MCCD Funded Liability % Trend

Fund Balance (Asset Value) June 30<sup>th</sup>, Fiscal Year-End

2024-25 Funded Ratio 133.2%, using year-end OPEB Trust value of \$39.2M



**Note: Fund Balance & Funded Liability % based on asset market value and Actuarial GASB 75 interim report, 6/30/2025, fully funded liability \$29,435,126.**

<b>Subject:</b>  <b>Report Update of Emergency Declaration and Emergency Actions for Sinkhole at the San Elijo Campus Main Roadway</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">✓ Information</div> <div style="text-align: center;">Consent</div> <div style="text-align: center;">Action</div> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">Goal 1</div> <div style="text-align: center;">✓ Goal 2</div> <div style="text-align: center;">✓ Goal 3</div> <div style="text-align: center;">✓ Goal 4</div> </div>
<b>Recommended:</b>  <hr/> <b>Elba Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

Resolution No. 21-24/25 was approved at the June 26, 2026, board meeting for the to authorize the superintendent/president to declare an emergency and to take Emergency Actions in accordance with Public Contract Code §22050

In April 2025, a sinkhole developed overnight beneath the main roadway exiting the San Elijo campus onto Manchester Avenue. This incident caused significant disruption by compromising the primary exit route from campus and presented a potential safety hazard for vehicle traffic. In response, two of the three exit lanes were immediately closed, and the district's emergency civil engineering, testing, inspection, and consulting/soils contractor, NV5, was mobilized to assess the situation. NV5 initiated a comprehensive investigation to determine the cause and extent of the sinkhole. The full field investigation was completed on May 15, 2025. NV5 is currently reviewing the collected data and is in the process of preparing a geotechnical letter report. This report will summarize the findings and provide recommendations for repair and mitigation measures.

## STATUS





The investigation determined that two deteriorated and cracked storm drain lines were the cause of the soil erosion that caused the sinkhole. All repairs have been completed, and the sinkhole has been repaired. The final repair costs are still being finalized and were not available at the time of this report. All final costs will be reported to the board at the October 16, 2025 board meeting.



Vendor/Contractor	Work/Goods/Services Description
NV5	Civil engineering, testing, inspection, and soils consulting
Hazard Construction Engineering, LLC	Construction and repair of sinkhole and broken storm drains

## RECOMMENDATION

Updated report for information only.

<b>Subject:</b>  <b>Office of Administrative Services Board Report</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>College-Related Reports</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information                  Consent                  Action</b> </div>
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf(miracosta.edu)">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">   <b>Goal 1                  Goal 2                  Goal 3                  Goal 4</b> </div>
<b>Recommended:</b>  <b>Elba G. Gomez</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>  <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

The past several months have been a period of both transition and progress for the Administrative Services Division.

In June, the division marked the retirement of Tim Flood, who served as the Vice President of Administrative Services at MiraCosta College for six years and contributed more than 40 years of his career to education. His leadership, integrity, and extensive knowledge of higher education administration made a lasting impact on the division and the broader college community. The division extends appreciation for his service and wishes him well in retirement.

The division also recognized the retirements of Eric Daniels and John Johnson from Facilities. Their years of dedicated service and contributions to the college's daily operations have been instrumental in creating and maintaining a safe, sustainable, and welcoming campus environment. The division congratulates them on this milestone and expresses gratitude for the legacy they leave behind.

In July, the division welcomed Elba Gomez as the new Vice President of Administrative Services. Gomez brings extensive experience in both public sector and higher education leadership and a strong commitment to student success and institutional effectiveness. Her guidance and vision will help shape the next chapter for the division.

Since February, division staff have led the effort on the development of the 2025/26 budget, culminating in the presentation and adoption of the Final Budget at this meeting. This work reflects months of planning, analysis, and collaboration across the college to ensure that financial resources align with institutional priorities and student needs. The process has also taken place in the context of significant state and federal budget volatility. Ongoing uncertainty around grant funding, potential impacts to state revenues due to the recent Los Angeles fires, and national economic pressures all create a challenging fiscal environment. These factors reinforce the importance of prudent planning and careful stewardship to ensure the college remains well-positioned to meet student and community needs.

The division continues to support the Independent Citizens' Bond Oversight Committee (ICBOC). In recent months, the committee welcomed new members Chris Ramos (business representative) and Ismael Anderson (student representative). Amy McNamara has stepped into the role of chair, succeeding Josh Mazur, who provided steady leadership as chair for nearly all of his six years on the committee. The division acknowledges Mr. Mazur's thoughtful guidance and dedicated service, which greatly benefited both the committee and the community.

Preparations for the fall semester have also been underway, with continued division support of the Budget and Planning Committee (BPC) and the Student Conduct/Police Advisory Committee (SCPAC). These committees play a vital role in resource allocation, long-term planning, and ensuring college community safety.

The division has initiated an RFP process for Food Services, as the current contract with CulinArt will conclude within the next 12 months. This process is designed to ensure continuity of high-quality services that meet the evolving needs of students, faculty, and staff.

Additionally, the division led the effort to complete the nearly two-year process to develop the Facilities Futures Plan. This plan provides a high-level framework that integrates sustainability strategies, long-term facilities needs, and future-focused approaches. The effort included extensive data gathering, stakeholder engagement, and option development. The plan will be maintained as a living document on the college website and was adopted by the board at the June 2025 meeting.

The Administrative Services Division remains focused on transparency, fiscal stewardship, and support for students, employees, and the community as the college enters a new academic year under new leadership.

## **College Police (Val Saadat, Chief of Police)**

### Commendations

In August, the MiraCosta College Police Department (MCPD) hosted a successful Swearing-In and Pinning Ceremony, welcoming new employees to the department and providing current employees with the opportunity to have their badges pinned by family members. The event drew more than 60 guests, including family, friends, and college leadership, and highlighted the strong sense of community within the department. In July, Chief Valencia Saadat was appointed as a Regional Director on the newly established Board of Directors for the California College and University Police and Public Safety Chief's Association (CCUPPCA), reflecting MCPD's growing leadership role in statewide public safety initiatives.

### Educational Achievements

A recent internal survey found that 61 percent of MCPD personnel hold a bachelor's degree, several of which were earned this year, while 33 percent of staff are currently pursuing bachelor's or master's programs. Additionally, MCPD's first internship cohort yielded strong results, with two interns—Ella Wargo and Jaiden Luong—successfully competing for permanent positions within the department.

### Emergency Preparedness

To strengthen emergency management capabilities, MCPD has proposed a five-year contract with West Coast Consulting Group (WCCG) to enhance districtwide emergency planning and training. The agreement would include three tabletop exercises and one full-scale exercise each year. The next Full-Scale Emergency Operations Exercise is scheduled for Friday, September 26, 2025, and will involve extensive coordination with fire and law enforcement partners.

### Campus Outreach and Engagement

MCPD continues to prioritize community connections. Officers use e-bikes at special events to increase accessibility and reduce barriers between officers and students, faculty, and staff. Officer Carrizosa continues to lead creative outreach activities that build trust and collaboration with students. The department's presence at campus and community events remains strong; most recently, MCPD participated in the Festival de Música Latina and the STREAM Festival, earning "Best Table" recognition for engaging outreach.

### Support Staffing and Operations

To meet rising demands from both daily operations and special events, MCPD continues to leverage supplemental staffing. During June and July, Citiguard Security provided 372 hours of additional coverage to support campus needs. During the same reporting period, MCPD responded to 1,207 calls for service and generated 49 reports. The decrease in case volume reflects the college's implementation of a new program designed to prevent fraudulent student applications, which has reduced incident activity.

### Training and Professional Development

Training and professional development remain priorities for the department. MCPD staff delivered First Aid, CPR, and Stop the Bleed training to professional development groups, the Child Development Center, and SEC employees, expanding campus readiness for medical emergencies. Staff also review legal and legislative updates during department briefings to stay current on new and pending laws impacting law enforcement operations. All sworn officers are currently completing a 16-week POST-mandated training program, and the department is on track to have all current sworn officers fully certified by spring 2026.

## **Facilities (Tom Macias, Director)**

### Capital Improvement/Measure MM Program Project Updates

#### *Oceanside*

- Construction continues on the Health & Wellness Phase 3, Student Services Building, Chemistry and Biotechnology Building, and Media Arts Complex.
- Construction was completed on the B1200 Library Renovation, Gym Building, and KHAN Building.
- Design work for the Communications Hub, Social Justice and Equity Centers Project was completed and submitted to DSA, with construction scheduled to begin in fall 2024.
- Construction commenced on the ADA Compliance Project.
- Design for Swing Space areas to support the Communications Hub, Equity Village, and Student Center Project was completed and submitted to DSA; construction is scheduled to begin this summer.
- Design efforts continued for the Campus Wayfinding and Signage Project.
- Procurement was completed for the Design Build Entity for the B4500 Science & Design Building, and the design process has begun.
- Planning is underway for move-in activities at the Student Services Building.
- Ongoing surveys of existing buildings and systems include structural, electrical, and stormwater assessments.

#### *San Elijo*

- Procurement for the Recycled Water and Path of Travel Projects was bundled and issued for bid; awards and construction are anticipated later this year.
- Design development continued for the campus Solar Project.
- Design began for the External Public Area Security Infrastructure Project.

### *Community Learning Center*

- Design development continued for the campus Solar Project.
- Design began for the External Public Area Security Infrastructure Project.

## **Fiscal Services (Dung Le, Director)**

### Budget and Planning/Business Analysis

The team completed the FY2025/26 Tentative Budget for all funds and is now finalizing the Adopted Budget narratives, schedules, budget book, and Workday updates. The team also completed the Foundation budget structures and templates, aligning them with program numbers in Workday to provide dynamic budget-to-actual reporting for Foundation financials. In addition, staff continue to support grant managers with both new and existing awards through individual training sessions and group workshops, ensuring managers are well-prepared to manage their funds. Recent efforts also included a review and analysis of Workday's fall release update and enhancements to the Fiscal Services SharePoint portal, which now houses updated accounting forms, policies, job aids, and video training tutorials to further improve access to resources.

### Accounting

The Accounting team continues to process payments, certify grant reporting, and provide essential support for financial account inquiries. Between July 1 and August 15, staff focused on year-end activities to close the FY2024/25 district books, including processing invoices, setting up accounts payable accruals, posting payroll journals, and reviewing projected revenues. The team also collaborated with grant managers to close out more than 140 active grants in Workday. Looking ahead, staff are completing final journal entries and reviewing Foundation ledgers to close FY2024/25 Foundation activity. The Accounting team remains committed to financial accuracy, compliance, and timely reporting to support institutional priorities.

### Cashier's Office

The Cashier's Office continues to provide front-line support to students on account inquiries, payment plans, financial aid refunds, repayment obligations, and available resources. The team also manages deposits, 1098-T IRS submissions, third-party billing and collections, emergency grant disbursements, and event-related financial support. To improve transparency and help students better understand their accounts, the office recently launched a new webinar series, "Tuition Fees and You – Navigating Your Account Like a Pro." The first session was held on August 12 and covered topics such as reviewing student financials in SURF, understanding deadlines, enrolling in payment plans, and navigating collections. Additional sessions are planned, along with a new in-person event in the building 14 lobby, which will provide students with the opportunity to connect directly with staff in a supportive, face-to-face setting.

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

As part of the Chief Information Systems Officer Association, the Associate Vice President/Chief Information Systems Officer participated in the Technology and Telecommunications Advisory Committee meeting in Sacramento, providing advocacy on technology issues affecting the statewide system. MiraCosta was also one of four California community colleges selected by the College Futures Foundation to collaborate with AQL Labs in evaluating existing data, cloud, and artificial intelligence infrastructure. Through this project, ITS joined peer institutions at the Long Beach convening to identify priorities and opportunities for enhancement.

### Enterprise Application Services (EAS)

Enterprise Application Services (EAS) completed the implementation of AB1705, as well as phases of Vision Aligned Reporting and the California Virtual Campus. The team advanced deployment of LightLeapAI to create staffing efficiencies while improving processes for unauthenticated students. Integration of the Ocelot Chatbot with SURF data is now live, enhancing responsiveness and the student experience. EAS also partnered with Human Resources to support a successful employee benefits open enrollment period within Workday and finalized the migration of data from the San Diego County Office of Education to advance the district's fiscal independence and accessibility.

### Security and Infrastructure Systems (SIS)

Security and Infrastructure Systems (SIS) updated the IT Security and Incident Response Plans to reflect the rapidly evolving threat landscape, particularly the influence of artificial intelligence on threat actor capabilities. The infrastructure team upgraded security certificates to strengthen the district's security posture and provisioned more than 3,700 student accounts in preparation for the academic year.

### Technology Support Services (TSS)

Technology Support Services (TSS) continued to provide high levels of support across the college. The Open Computer Lab served more than 14,800 students and community members, while the Training team delivered 114 workshops and 171 individualized training sessions. Concurrently, the Helpdesk processed nearly 5,000 support tickets. Media Services managed 184 events, including major institutional gatherings such as Commencement, the Nurses Pinning Ceremony, Jazz Fest, and Celebración de la Excelencia.

The initial implementation of Intune, a modern endpoint management system, was completed to improve efficiency in device and software deployment. In addition, Media Services completed audiovisual upgrades in ten classrooms to enhance the learning environment. The department performed maintenance on more than 3,000 student and instructor computers, completed the upgrade of thousands of faculty, staff, and lab devices to Windows 11, and prepared hundreds of Library student check-out laptops for the upcoming year.

## **Purchasing and Materials Management (Mina Hernandez, Director)**

### Copy Center

The Copy Center continues to provide high-quality, cost-effective production services for the college. By increasing in-house output, the team has achieved an estimated \$25,000 in annual savings through reduced outsourcing of projects such as theatre programs, dance event materials, major cards, and Continuing Education brochures. Over the past three years, 16 copiers across all campuses have been upgraded, improving efficiency, reliability, and service quality for faculty, staff, and students. The Copy Center also expanded its production capabilities to include 16-page, full-bleed booklets, supporting the creation of higher-quality event programs for the Public Information Office and other departments—all while successfully managing the high-volume start-of-school period and meeting project deadlines.

### Purchasing

The Purchasing department has been active in supporting the start of the fiscal year, processing more than 1,200 purchase orders since July, representing nearly \$19 million in spending. In addition to routine transactions, the department manages complex contract negotiations to establish or update supplier agreements, ensuring fiscal responsibility and compliance. Several major competitive bid processes are underway, including Cafeteria Services, Classification and Compensation Study, and Janitorial Services for both TCI and CLC. Of particular note, the

Cafeteria Services RFP is being conducted with an emphasis on transparency and collaboration, including districtwide forums and targeted stakeholder meetings to help shape the future of food and catering services at Oceanside and San Elijo. Purchasing also continues to expand outreach and training through monthly virtual drop-in sessions and targeted trainings, including sessions on the updated Independent Contractor Verification Form. These efforts ensure departments across the college have the tools and guidance needed to navigate procurement processes effectively.

### Warehouse

The Warehouse and Mailroom continue to deliver essential operational support across the college. Between January and June, surplus auctions generated nearly \$49,000 that was returned to the General Fund. The team also partnered with Information Technology Services to support the campus-wide classroom and lab computer refresh, coordinating deliveries and surplus transfers. In addition, the Warehouse/Mailroom team has been working with departments to review records scheduled for destruction, ensuring compliance and required approvals. With the support of Purchasing, the team also transitioned to a leased mail processing machine that meets updated USPS regulations, maintaining uninterrupted mail services to all campuses.

### Professional Development

Professional development remains a priority for the division. Director of Purchasing and Materials Management, Mina Hernandez, was accepted into the Fiscal Crisis and Management Assistance Team (FCMAT) Chief Business Official Training Program—the first cohort designed specifically for California Community Colleges. This yearlong program, which includes mentorship from a sitting CBO, provides comprehensive development in finance, budgeting, facilities, human resources, collective bargaining, and leadership. Participation will directly benefit MiraCosta by strengthening fiscal stewardship and operational leadership.

Purchasing staff also continue to engage in professional development opportunities through the California Association of Public Procurement Officials (CAPPO), including sessions on compliance with the California Uniform Public Construction Cost Accounting Act and the use of artificial intelligence in project management. The department remains active in the statewide procurement community through the Southern California Community College Purchasing Association (SCCCPA) and the Foundation for California Community Colleges (FCCC), where Hernandez also contributes as a member of the statewide advisory committee.

### Bookstore (Follett)

The MiraCosta College Bookstore is preparing for a strong Fall Rush, with a focus on course material adoption, in-store service, and expanded engagement with the campus community. To date, 1,234 courses have been finalized for adoption, an improvement over the same time last year. While course materials management remains the responsibility of the regional and market support teams, the MiraCosta store leadership will concentrate on maintaining stock levels, training seasonal staff, and enhancing the customer experience during the critical opening weeks of the semester. Additional emphasis is being placed on meeting increased demand for school and art supplies, supported by new offerings from Follett corporate partners.

The bookstore will also continue to build campus identity through expanded MiraCosta-branded merchandise, both in-store and online at MiraCostaShop.com, supported by promotional campaigns such as Apple's back-to-school offer and seasonal discounts on clothing and gifts. Looking forward, the store is exploring greater outreach to campus departments to increase awareness of custom merchandise options. In addition, upcoming Follett system integrations will be introduced, including Shop by Author, Shop by Student ID, and Follett Access. These tools are designed to simplify the course materials process, improve the student and faculty

experience, and offer affordable access solutions that may lower costs for students through departmental participation.

#### 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 times at both locations. CulinArt continues to support students by donating perishable and nonperishable food items to Veterans Services, the Food Pantry, and hungry students in the cafe at the end of every week or before major breaks.

New equipment has been installed at both the SAN and OC cafes, including freshly ground fairtrade coffee, fresh house-made pizza, sauté station for fresh made to order salads, pastas, stir-fry, gourmet pastries, wide variety of healthy snacks. CulinArt is expanding fresh-made packaged items like sandwiches, salads and snack packs.