



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

**REGULAR MEETING  
4 P.M. – THURSDAY – OCTOBER 16, 2025  
ROOM 1131 – SAN ELIJO CAMPUS  
3333 MANCHESTER – CARDIFF, CA**

**[ACCESS LIVE STREAM AUDIO HERE](#)**

### **AGENDA**

- I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION**
- II. FLAG SALUTE / ROLL CALL**
- III. APPROVE MEETING MINUTES**
  - A. Board Workshop of September 4, 2025
  - B. Special Meeting/Closed Session of September 11, 2025
  - C. Regular Business Meeting of September 11, 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. Technology Plan Progress Update

## **VII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Employment Contract for Professional Expert
- C. Ratify Memorandum of Understanding 25-07 with Academic Associate Faculty (Instructional Faculty Liaisons)
- D. Ratify Memorandum of Understanding 25-08 with Faculty Assembly (Strong Workforce Counselor Institute)
- E. Ratify Memorandum of Understanding 25-09 with Faculty Assembly (MH Coordinator)
- F. Approve Reorganization of Admissions and Records
- G. Approve Increase to Hourly Pay Rates Effective January 1, 2026
- H. Approve Release Time for Classified Staff Recognition
- I. Approve Revised 2026-2027 Academic Calendar
- J. Approve 2025-2028 Student Equity Plan
- K. Approve Purchase for Network Equipment for Communication Hub, Equity Village and Student Center Project (3000 Series Buildings)
- L. Approve Request to Destroy Records Marked for Destruction
- M. Ratify and Approve Contracts and Purchase Orders

## **VIII. ACTION ITEMS**

- A. Adopt Resolution No. 4–25/26 Delegate Superintendent/President to Declare Emergency and Take Emergency Actions in Response to Elevator Repair at the Oceanside Campus Building 14 Student Services

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

- A. Board Policy 3501 – Campus Security and Access

## **X. PERIODIC REVIEW – BOARD POLICIES (Action Required)**

- A. Board Policy 3710 – Securing of Copyright

## **XI. FIRST READ – BOARD POLICIES**

- A. Board Policy 3725 – Information and Communications Technology Accessibility and Acceptable Use
- B. Board Policy 5035 – Withholding of Student Records

## **XII. INFORMATION**

- A. Report Update of Emergency Declaration and Emergency Actions for Sinkhole at the San Elijo Campus Main Roadway
- B. 2025 Storm Water Management Plan (SWMP) Annual Report
- C. Superintendent/President Search Update

## **XIII. 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

**XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

**XV. ADJOURNMENT**



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

### **MINUTES OF REGULAR MEETING / WORKSHOP**

**SEPTEMBER 4, 2024**  
**(Draft)**

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

The Board of Trustees of the MiraCosta Community College District met in a regular meeting/workshop on Thursday, September 4, 2025, in the Boardroom (1068) on the Oceanside Campus. Vice President Clendening called the meeting to order at 4:05 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)

Board members absent: Rick Cassar

Administrators present:

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

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

None.

#### **IV. CHANGES IN AGENDA ORDER**

None.

#### **V. WORKSHOP**

##### **A. 2025-2028 Student Equity Plan Presentation**

Director of Student Success and Equity Kristina Londy, who works in alignment with Chief IDEA Officer Wendy Stewart, reviewed the components that guide the work of the Student Equity Plan. As a condition of the receipt of Student Equity and Achievement (SEA) funds, the Chancellor's Office requires all colleges to maintain a tri-annual Student Equity Plan to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. The plan identifies targeted populations based on an analysis of

disproportionate impact for the following subgroups: foster youth, students with disabilities, low-income, veterans, race/ethnicity, homeless students, LGBTQ+, gender, and first generation. The plan assesses outcomes in five key success indicators: successful enrollment, persistence (first primary term to secondary term), completed transfer-level math and English, transfer, and completion.

Londy pointed to the student equity dashboards, which provide robust data that help to identify equity gaps that inform targeted strategies to minimize and eliminate gaps. It's important to look at more than just the data from the Chancellor's Office. Other important SEA data comes from Guided Pathways momentum points, feedback from focus groups/surveys, basic needs, enrollment trends, and statewide and national local demographics together for a fuller picture. As a result of this work, the data supports the difference our efforts are making across the district, including working with our area feeder high schools to help students apply, streamlining some of our complex onboarding, connecting teaching to students' lived experiences, fostering a sense of belonging, and building sustaining practices to ensure populations are thriving at MiraCosta. We are also looking forward to launching the Equity Centers in fall 2026.

An updated 2025-2028 Student Equity Plan inclusive of strategies to address identified equity gaps is due to the Chancellor's Office by November 30, 2025. The plan requires approval by the board of trustees prior to submittal, therefore, a second read and request for board approval is expected at the October 16 board meeting.

## **B. Fiscal Year 2026 Final Budget Workshop**

Assistant Superintendent/Vice President of Administrative Services Elba Gomez provided a workshop of the FY2026 budget, which allowed board members to address questions with the superintendent/president and to provide input before the board is asked to act on the final budget at the regular board of trustees meeting on September 11, 2025.

VP Gomez reviewed the district's budget priorities for fiscal year 2024/25 and reviewed projections for fiscal year 2025/26. Funding allocations supported the district's highest-priority goals and objectives (enrollment, programs, and services), consistent with the Long-Term Planning Framework, the Facilities Master Plan, Institutional Program Review activities, as well as the district's mission, vision, and values.

VP Gomez provided a synopsis of the 2024/25 revenues and expenditures and noted careful planning and conservative spending allows us to navigate uncertainty and respond to emerging priorities. It was important to note the district met the 50 percent law requirements.

Although the state is facing a \$12 billion deficit for 2025/26, there are no major core reductions to community college programs or services. The state budget indicates a 2.3 percent cost of living (COLA) increase in funding for selected categorical programs, which equates to a total of \$23K for MiraCosta.

The district is stable and well-positioned, projecting a reserve balance of 24 percent, with 83.8 percent of the district's budget devoted to salaries/benefits and 16.2 percent to other expenditures, and revenues matching expenditures. The district's budget landscape shows an estimated 4.87 percent property tax revenue increase (\$7.2M), while at the same time, the district is experiencing a loss of \$1M in nonresident tuition and a continued decrease in student fees for parking. CalSTRS and CalPERS rates are

holding fairly steady, while health benefit rate increases are resulting in an annual cost increase of \$882K. An overview of the Five-year plan was provided, which is optimistic and will continue to be monitored.

Having presented a balanced budget, Gomez acknowledged her team for their work on the budget and the Public Information Office for creating a beautiful budget book, a collaborative college-wide effort.

Board members asked questions and provided input. The board will be asked to adopt the final budget on September 11, 2025, so it can be submitted to the state by September 15, 2025.

**VI. ADJOURNMENT**

The meeting adjourned at 5:23 p.m.

**MINUTES APPROVAL:**

---

Raye Clendening  
Vice President

---

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



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

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

**SEPTEMBER 11, 2025  
(DRAFT)**

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

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, September 11, 2025, in Room 1054 at the Oceanside Campus. Vice President Raye Clendening called the meeting to order at 3:00 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:

Assistant Superintendent/Vice President of Human Resources Hayley Schwartzkopf

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

None.

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

At 3:00 p.m., the board announced the need to enter closed session, along with 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. 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

#### **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. 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

No report.

**VI. ADJOURNMENT**

The meeting adjourned at 3:50 p.m.

**MINUTES APPROVAL:**

---

Rick Cassar  
President

---

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





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

### **MINUTES OF REGULAR MEETING**

**SEPTEMBER 11, 2025  
(DRAFT)**

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

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, September 11, 2025, in the Boardroom (1068) on the Oceanside Campus. President Cassar called the meeting to order at 4:05 p.m.

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

Board members present:

Rick Cassar

Raye Clendening

Heather Conklin

Ann Crosbie

Frank Merchat

Anna Pedroza

Jackie Simon

Federico Caion Demaestri (student trustee)

Administrators present:

Assistant Superintendent/Vice President Elba Gomez

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Hayley Schwartzkopf

Assistant Superintendent/Vice President Alketa Wojcik

#### **III. APPROVE MEETING MINUTES**

##### **A. Special Meeting/Closed Session of August 21, 2025**

##### **B. Regular Business Meeting of August 21, 2025**

By motion of Trustee Conklin, seconded by Trustee Merchat, the board approved the minutes of the special meeting/closed session and the regular business meeting of August 21, 2025.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

None.

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

None.

## **VI. PRESENTATIONS**

### **A. Associated Student Government (ASG) Introductions**

The 2025/26 ASG student leaders were introduced.

### **B. Online Education Update**

Faculty Coordinator of Online Education Dr. Jim Julius provided an update on distance education (DE), including an update on last year's online course offerings, an update on Zero Textbook Cost (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. Julius reviewed key terms used by the college, as well as the vision, mission, and the distance education (DE) participation in MiraCosta programs.

Julius noted the college is now at 71.4 percent of FTES enrolled in DE courses, as compared to 37.4 percent in 2019/20 (pre-Covid). In addition to adult learners preferring online options, there are also significant online options for non-credit students, although some disciplines, such as mathematics, are especially eager to have students attend class in person. Retention rates and success rates have continued to increase since Covid, and DE equity gaps are continuing to narrow, as success rates for disproportionately impacted student groups continue to increase.

A survey has been added to the signup for Julius's Student Online Academic Readiness workshop for students. Approximately one third (320 students) who responded reported having no prior experience with online learning. Notably, students with prior online experience reported significantly better experience at MiraCosta than elsewhere. Feedback was provided regarding key challenges and barriers to online learning, which can inform enhancements in online instruction and the many available resources for online students to succeed.

Hyflex offerings have stabilized, with non-credit hyflex courses increasing in usage.

ZTC materials are now available in more than 40 percent of course sections at MiraCosta. The college has received more than \$2M in state grant funds to expand ZTC offerings and, as of fall 2025, 24 programs offer at least one ZTC option for every course. Development of 13 additional ZTC program pathways continues and will launch fall 2026. Notably, retention and success rates in ZTC courses are about one percent higher than non-ZTC courses.

## **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**

Consent Item E was pulled for discussion.

By motion of Trustee Clendening, seconded by Trustee Merchat, consent items A-D and F-I were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

By motion of Trustee Clendening, seconded by Trustee Pedroza, consent item E was approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

The Board expressed interest in how the “dangling Monday” flex day at the very end of the fall semester will be utilized. The Board directed Dr. Cooke to report back to them about how that day will be utilized, and then afterwards evaluate the effectiveness of having a flex day at that time of the semester, including what flex activities were offered, how many faculty participated, what went well, and what needs improvement. The intent of the measuring is to refine future academic calendars, if needed, as the Board reviews and approves an academic calendar each year.

Additional points made:

- The new calendar is 16 weeks in class versus a 17.5 week semester, as we currently have.
- All other SDICCA colleges have already moved to a compressed calendar. Therefore, associate faculty who teach elsewhere have a lot of experience with this model of calendar.
- Will measure outcomes, retention, and success with the compressed calendars.
- Title 5 requires an approved academic calendar (no pilot calendars). Each year, the board will see and approve an academic calendar. Chancellor’s Office also has to review, which has already occurred for this 2026/27 calendar.
- Allows for a winter intercession.
- The work of the calendar taskforce took all of this into consideration and have been transparent with the information available to all on the website.

**VIII. SECOND READING – BOARD POLICIES**

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

By motion of Trustee Clendening, seconded by Trustee Crosbie, the board adopted Board Policy 2305.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Board Policy 3820 – Gifts**

By motion of Trustee Merchat, seconded by Trustee Conklin, the board adopted Board Policy 3820.

Vote: 7/0/0

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

Abstentions: None

Absent: None

## **IX. FIRST READING – BOARD POLICIES**

### **A. Board Policy 3501 – Campus Security and Access**

Proposed edits to Board Policy 3501 were reviewed and discussed, and the policy will be placed on a future agenda for adoption by the board.

## **X. ACTION ITEMS**

### **A. Adopt Fiscal Year 2025/26 Final Budget**

By motion of Trustee Pedroza, seconded by Trustee Merchat, the board adopted the fiscal year 2025/26 final budget.

Vote: 7/0/0

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

Abstentions: None

Absent: None

### **B. Appoint Independent Citizens' Bond Oversight Committee Members**

By motion of Trustee Crosbie, seconded by Trustee Merchat, the board approved the appointment of Eleanor Evans for a second two-year term as a member of the Independent Citizens' Bond Oversight Committee.

Vote: 7/0/0

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

Abstentions: None

Absent: None

## **XI. INFORMATION ITEMS**

### **A. Public Hearing 4:00 p.m. FY2024/25 Final Budget**

The public hearing was opened at 5:16 p.m. No comments were received from the public, and the hearing was closed at 5:17 p.m.

### **B. MiraCosta Community College District Irrevocable Trust Investment Board Report**

The MiraCosta Community College District Irrevocable Trust Investment Board Report was provided as information.

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

The college is finalizing costs for the repair, and an update was provided for information.

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

### **A. Trustees Activities**

Trustees Merchat and Crosbie attended the Carlsbad State of the City address, where Dr. Sunny Cooke served on a workforce development panel.

Trustee Merchat also completed training through the Community College League of California and attended the San Diego Alliance for Drug Free Youth, which convened a well-run program with the San Dieguito Union High School District and the City of Encinitas. Approximately 30 attendees, demonstrating service across the entire MiraCosta College District, were in attendance.

Trustee Pedroza completed the districtwide book read, *Dear America*, and expressed appreciation to the district for selecting such a timely and important book that invites reflection. Trustees continued supporting community leaders on issues unfolding locally and nationally and, in light of the recent arrest near an Encinitas school, with extended thanks to educators who continued teaching despite the circumstances and to community members who assisted, underscoring the importance of supporting every student who walks through our doors.

Trustee Conklin met with the student trustee, served as a panelist on a student trustee forum, and attended community meetings as well as a family-and-educator training regarding ICE in schools, noting updated guidance.

Trustee Clendening attended the MiraCosta College Foundation Board meeting and shared how the Foundation is working diligently to understand major initiatives and grant funded work and to align support, including stepping up fundraising for student support and district support.

Trustee Cassar presented at All College Day and recently toured the U.S. Capitol.

### **B. Student Trustee**

Student Trustee Federico Caion Demaestri shared how the Oceanside and San Elijo campuses hosted Club Rush events, with approximately 30 clubs active or in the process of becoming active for the fall semester. The Legislative Affairs Work Group partnered with the League of Women Voters to prepare for National Voter Registration Day later in the semester. MiraCosta also plans to send 11 students, including eight funded participants, to the Student Senate for California Community Colleges (SSCCC) Advocacy Academy in Riverside in December.

Students actively participated in the food services stakeholder meeting and open forums related to dining services at the college.

ASG also met with Deputy Mayor Eric Joyce to discuss tenant protection ordinances, unanimously supporting the effort, and delivered public comment at an Oceanside City Council meeting to advocate for renters, who make up the majority of MiraCosta's student body.

Demaestri joined a statewide webinar that provided perspectives on effective leadership. In addition, representatives participated in a fiscal advisory work group hosted by the Chancellor's Office, with opportunities to collaborate on data projects.

### **C. Classified Employees**

Classified Senate (CS) President Carl Banks reported the CS is launching its leadership program, designed to develop future CS leaders and ensure long-term sustainability. The application deadline is Friday, with the new cohort to be announced at the upcoming Classified Senate meeting on September 23.

A major focus for September is the Caring Campus initiative. On September 18, the Senate will host a joint session with campus leadership in collaboration with the Institute for Evidence-Based Change (IEBC). This session follows two summer coaching workshops that prepared classified professionals to share their perspectives and recommendations on Caring Campus. The goal is to build momentum, secure leadership buy-in, and establish a joint working group of classified professionals and campus leadership dedicated to advancing the program. The initiative places strong emphasis on student belonging and support. Plans include developing intentional measures of success to evaluate the effectiveness of Caring Campus practices. The CS expressed appreciation for Dr. Cooke's support in advancing this important initiative.

### **D. Faculty**

Academic Senate (AS) President Curry Mitchell reported several new professional development opportunities were launched this fall, including a regular series of workshops on accessibility and Universal Design for Learning (UDL). These workshops are designed to prepare faculty and staff for new federal regulations taking effect in 2026, while emphasizing the broader goal of creating inclusive and engaging learning environments.

In addition, MiraCosta continued to provide dedicated spaces for professional development in artificial intelligence (AI). Jim Julius, Rick White, and Jim Sullivan facilitated multiple opportunities, including the Discovery Lab and new evening "Play Lab" sessions where faculty can explore generative content creation and interactive AI tools. Starting next week, Julius will also lead two new communities of practice—one open to all and focused on the model of "30 minutes of reading, 30 minutes of practice, 30 minutes of reflection," and another faculty-centered group exploring innovative approaches to student assessment in the era of AI.

Within the AS, leadership prepared for a series of "arc of knowledge" discussions with institutional partners to strengthen understanding of student access and success, particularly in relation to class scheduling, instructional modalities, and long-term planning. Subcommittee chairs also met to review business items, including curriculum, administrative procedures, hiring prioritization, sabbatical approvals, salary advancement, and professional development planning under the new academic calendar.

Faculty leaders are reflecting on the importance of classrooms as safe and stable spaces for students amid broader challenges in society. With week four concluding and week five beginning, many eight-week students are already approaching midterms, underscoring the need to protect classroom environments where students feel a sense of belonging and support.

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

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

Assistant Superintendent/Vice President Pescarmona reported steady enrollment growth, with overall headcount and FTES up four percent. In response to student demand, deans and department chairs added nearly 20 courses over the past two weeks to ensure students could access the classes they needed.

On September 22, the college plans to launch a new pre-engineering pathway in partnership with Cal State San Marcos. The program includes the development of a curriculum for electrical engineering and other engineering pathways, with the launch event scheduled at the Little Theatre (Room 3601).

Next month, the Board will be presented with two new requests for transfer partnerships. Agreements with National University and Arizona State University will guarantee reduced tuition and scholarships for MiraCosta students. National University offered a 46 percent tuition reduction for students transferring with an associate's degree, along with scholarships for MiraCosta employees pursuing bachelor's, master's, or doctoral programs. Arizona State University is offering a 22 percent tuition reduction for students completing the "MyPath" program with a minimum 2.5 GPA. Last year, 285 MiraCosta students transferred to ASU.

The college launched HSI Week early with a series of well-attended events coordinated by Dr. Maria-Isabel Rocha-Duarte. More than 200 participants attended the opening celebration, which featured food and financial aid resources. Activities included a startup business workshop, Latinx Tech programming, Latinx Hours on the Lawn, and a "Foods and Medicine" event designed to engage Latinx students in STEM pathways.

The federal government announced it would discontinue MiraCosta's Title V grants, totaling \$6 million. While disappointing, the college is analyzing options to sustain progress, including the use of "no-cost extensions" to spend remaining funds over the next year.

MiraCosta will remain firmly committed to its role as a Hispanic-Serving Institution, continuing to foster student belonging and success through collaboration across Student Services, IDEA, and Instruction.

## **2. Student Services**

Assistant Superintendent/Vice President Wojcik shared plans, in collaboration with Dr. Wendy Stewart, to host a presentation at the Community Learning Center focused on supporting undocumented students. The session will address available programs, the college's responsibilities, and campus policies and procedures should federal immigration enforcement (ICE) appear on campus. Conversations have been held with departments across the college about the distinction between private and public spaces and how best to support students in such circumstances.

The division also reported that 36 percent of MiraCosta students currently have at least one basic need, most commonly access to technology, followed by housing, food insecurity, or transportation. Efforts to meet these needs are ongoing. Since the start of the semester, campus food pantries have been accessed more than 10,293 times by 3,635 students in just three weeks,

underscoring the scope of student demand. MiraCosta has also partnered with TrueCare, which now offers on-campus appointments every Tuesday and every other Thursday to assist students with CalFresh and Medi-Cal applications.

On October 3, the approximately 170 staff members in the Student Services division, including folks from Student Equity and the Office of IDEA, will participate in a day-long equity retreat. Using *Equity Talk to Equity Walk* as a framework, the division will review student equity data and discuss department-level changes needed to better serve disproportionately impacted and historically marginalized students.

### **3. Administrative Services**

Assistant Superintendent/Vice President Gomez submitted a written report. She added Administrative Services shared several updates not listed on the report. An emergency declaration regarding the elevator in the Student Services Building is expected next month following an incident in which students became trapped. The fire department was called to force the door open, resulting in damage. Repairs and warranty coverage are being assessed, and staff is working to minimize the impact on student accessibility in the building.

Open forums on food services are underway at the Oceanside and San Elijo campuses, providing opportunities for students, employees, and community members to give feedback on current operations and future improvements.

With the budget cycle completed, attention has shifted toward technology programs. The district plans to engage a consultant to review software management, service to departments, and overall efficiency, with an emphasis on ensuring strong security practices.

Finally, VP Gomez shared that she, along with Facilities and Civic Center Events Coordinator Carrie Everts plan to attend the Community College Facility Coalition (CCFC) Module 3 training in Sacramento on October 1.

### **4. Human Resources**

Assistant Superintendent/Vice President Schwartzkopf reported MiraCosta's Human Resources team announced the launch of a new jobs page at [jobs.miracosta.edu](https://jobs.miracosta.edu). The redesigned site offers an engaging and informative platform for applicants interested in career opportunities at the college.

The EEO Advisory Committee met recently and continues to seek a community representative to support equitable hiring practices. Any community members who are interested in serving on the EEOAC should contact Hayley via [email](#).

The Operations team focused on updates related to student workers, collaborating with campus partners to revise administrative procedures aimed at strengthening support systems and enhancing the student employee experience.

Open enrollment for employee benefits was successfully completed, with coverage beginning October 1. For the first time, benefited retirees were able to



complete open enrollment through Workday, with nearly 50 percent utilizing the system.

Human Resources also initiated work on a classification and compensation study. The scope of work for the Request for Proposals (RFP) is currently being developed, with a goal of presenting the RFP to the Board for approval in February.

Following a comprehensive review of the inaugural Leadership Academy, feedback from participants and facilitators is being used to refine the program. The second cohort is anticipated to formally launch in spring 2026.

Finally, over the summer, the district's insurance company and Risk Manager Justin Crast reviewed our chemical hygiene plan and conducted districtwide safety walks. Reports indicated no major concerns, providing assurance that MiraCosta's labs and facilities remain safe learning and working environments.

**F. Superintendent/President**

Superintendent/President Cooke was unable to attend the board meeting.

**XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

Clendening acknowledged first responders and those who lost their lives 24 years ago on 9/11.

**XIV. ADJOURNMENT**

The meeting adjourned at 5:57 p.m.

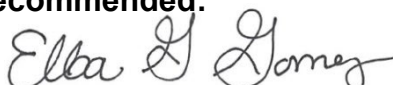
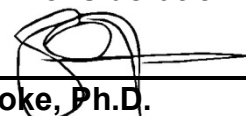
**MINUTES APPROVAL:**

---

Rick Cassar  
President

---

Alketa Wojcik, Ph.D.  
Assistant Superintendent/Vice President

<b>Subject:</b>	<b>Attachment:</b>
Technology Plan Progress Update	<a href="#">PowerPoint Presentation</a>
<b>Category:</b>	<b>Type of Board Consideration:</b>
Information	<div style="display: flex; justify-content: space-around;"> <span>Information</span> <span>Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b>	<b>Institutional Goal Supported:</b>
<a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<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>Approved for Consideration:</b>
 <hr/> <b>Elba G. Gomez</b> Assistant Superintendent/Vice President, Administrative Services	 <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**



The Technology Plan update was adopted in November 2022, with a focus on technology support strategies that were developed based on the data and trends associated with each of the four institutional goals. The Technology Plan will be revised annually over the next five years to evaluate progress towards meeting the technology strategies and initiatives described in the plan.

**STATUS**

Associate Vice President/Chief Information Systems Officer Anthony Maciel, Ed.D., will provide an update on the Technology Plan.

**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>Recommended:</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**

- Resignation of classified employee Michelle Casas, Financial Aid Technician, Financial Aid Processing, position P-08232, effective September 11, 2025.
- Employment of the following classified employees:  
  
Erica Boitano, Human Resources Assistant, Human Resources, position P-05832, salary range 20, step 1, \$5,888.67 per month, full-time, 12 months per year, effective September 19, 2025. Erica was selected through an open recruitment process.  
  
Anamely Ornelas, Police Services Officer, Police Enforcement Unit 2, position P-00316, salary range 17, step 1, \$5,401.25 per month, full-time, 12 months per year, effective September 23, 2025. Anamely was selected through an open recruitment process.
- Permanent change of assignment for classified employee Omar Jimenez, Student Services Coordinator, Student Equity, position P-00368, has accepted the position of Program Manager, Dual Enrollment, Instructional and Library Services, position P-13500, salary range 31, step 5, longevity year L-1, \$9,868.58 per month, full-time, 12 months per year, effective September 22, 2025. Omar was selected through an open recruitment process.
- Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:  
  
Jay Hartzell, Library Technician III, Public Services, Library, position P-00275, will serve as Interim Manager, Library Operations, Library, classified salary range 36, step 5, longevity year L-14, \$12,780 per month, full-time, effective September 15, 2025, to October 12, 2025.

Eily Lopez, Enrollment Database Specialist, Instructional Services, position P-00156, will serve as Interim Senior Business Systems Analyst, Instructional Services, classified salary range 32, step 5, longevity year L-11, \$11,049.33 per month, full-time, effective July 1, 2025, to June 30, 2026.

Gwen Partlow, Instructional Systems Analyst, Instructional Services, position P-00247, will serve as Interim Senior Business Systems Analyst, Instructional Services, classified salary range 32, step 5, longevity year L-22, \$12,345.50 per month, full-time, effective July 1, 2025, to June 30, 2026.

Heidi Willis, Instructional Systems Analyst, Instructional Services, position P-00096, will serve as Interim Senior Business Systems Analyst, Instructional Services, classified salary range 32, step 5, longevity year L-22 \$12,345.50 per month, full-time, effective July 1, 2025, to June 30, 2026.

5. Temporary change of assignment for classified employee Renee Truong, Student Services Specialist, EOPS Operations, position P-13306, will increase in hours from 32 to 40 hours per week, effective October 1, 2025, to June 30, 2026.
6. Permanent change of assignment for classified employee Kathy Phelan, Grants Specialist, position P-11295, will increase in hours from 24 to 32 hours per week, effective September 1, 2025.
7. In accordance with Board Policy 7345:
  - Employee 07269584 requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as they will exhaust their personal necessity allowance for the 2025/26 fiscal year. Pursuant to the Faculty Assembly agreement, faculty may use up to six days of earned sick leave per fiscal year for the purpose of personal necessity leave.
  - Employee 07027238 requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as they will exhaust their personal necessity allowance for the 2025/26 fiscal year. Pursuant to the Faculty Assembly agreement, faculty may use up to six days of earned sick leave per fiscal year for the purpose of personal necessity leave.
  - Employee 07016669 requests catastrophic leave donations. Donations are needed, as the employee will exhaust all paid leave entitlements. The employee will need approximately 470.09 hours to remain in fully paid status through January 1, 2026.
8. Employment of the following associate faculty members for the 2025 fall semester, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Matthew	Favor	Athletics and Intramurals
Kristopher	Horton	Computer Studies
Dorian	Herrero	Counseling Operations
Sarah	Pultz	Library Science
Syndee	Hettchen	Noncredit, General
Yenedi	Barron Lopez	School of Nursing, Health and Wellness





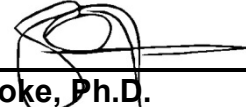
9. Request approval of the following apprentices, short-term employees, substitute employees, and professional experts in accordance with Education Code 88003. Short-term and substitute employees will be employed and paid less than 75 percent of the college year:

Administrative Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Gaines	Sarah	Box Office Cashier	Short-term	Cashiering Services	\$26.19/hr	10/17/25	6/30/26
Knowles	Rebecca	Box Office Cashier	Short-term	Cashiering Services	\$26.19/hr	10/17/25	6/30/26
Parra	Yexica	Custodian	Substitute	Custodial	\$25.46/hr	10/17/25	6/30/26
Human Resources							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Nicholas	Regina	Senior Human Resources Technician	Substitute	Human Resources Ops	\$38.14/hr	9/29/25	6/30/26
Institutional Advancement							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Decker	Mindy	Receptionist / Switchboard Operator	Substitute	Public Information Office	\$24.73/hr	10/1/25	6/30/26
Instructional Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Palermo	Veronica	Apprentice I	Apprentice	Child Development Center	\$16.50/hr	9/8/25	5/29/26
Swed	Grace	Apprentice I	Apprentice	Child Development Center	\$16.50/hr	9/8/25	5/29/26
Garcia Castillo	Blanca	Early Childhood Education Instructional Specialist	Substitute	Child Development Center	\$33.00/hr	9/1/25	5/31/26
Prete	Joseph	Theater and Production Aide II	Short-term	Dance	\$18.50/hr	10/17/25	6/30/26
Rarick	Cadence	Theater and Production Aide II	Short-term	Dance	\$18.50/hr	10/17/25	6/30/26
Bakari Naranjo	Amir	Internship and Employment Technical Specialist	Substitute	Employment Services	\$36.00/hr	9/22/25	6/30/26
Price	Curtis	Accompanist I	Professional Expert	Music	\$20.00/hr	10/17/25	5/31/26
Clemens	Eric	Performing Arts Technician	Substitute	Music	\$34.98/hr	9/2/25	6/30/26
Howard Ray	Kerry	Art Model	Professional Expert	Noncredit, General	\$30.00/hr	9/1/25	6/30/26
Hurbon	Caleb	Theater and Production Aide II	Short-term	Theatre and Film	\$18.50/hr	10/17/25	6/30/26
Mueller	Curtis	Theater and Production Aide III	Short-term	Theatre and Film	\$20.50/hr	10/17/25	6/30/26
Quivey	Amanda	Theater and Production Aide III	Short-term	Theatre and Film	\$20.50/hr	9/1/25	6/30/26

Yurick	Thomas	Theater and Production Aide III	Short-term	Theatre and Film	\$20.50/hr	10/17/25	6/30/26
Student Services							
Last Name	First Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Allbert	Amanda	Administrative Support Assistant II	Substitute	CARE Program	\$30.26/hr	9/15/25	6/30/26
Sellers	Danneth	College Health Nurse	Substitute	Health Services	\$42.81/hr	10/7/25	6/30/26
Seo	Julie	College Health Nurse	Substitute	Health Services	\$42.81/hr	9/30/25	6/30/26
Henika	Sandra	Administrative Support Assistant III	Substitute	Veterans Services	\$33.97/hr	10/17/25	12/31/25

## RECOMMENDATION

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

<b>Subject:</b>  Approve Employment Contract for Professional Expert	<b>Attachment:</b>  Employment Contract for Professional Expert
<b>Category:</b>  Consent Items	<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>Recommended:</b>   Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

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

**STATUS**

The following employment contract is recommended with the term commencing on October 1, 2025 through June 30, 2026:

- Terri Quenzer, Executive Director, Bioscience Workforce Development Hub, 0.75 FTE, \$116,150 (professional expert salary schedule).

**RECOMMENDATION**

Approve the employment contract for the professional expert, as stated above.

# **MiraCosta Community College District PERSONAL SERVICES CONTRACT**

This contract ("Agreement") between the MiraCosta Community College District ("District") and Terri Quenzer ("Quenzer"), an individual, is made as of October 1, 2025.

## **Recitals**

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

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

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

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

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

## **Terms and Conditions**

### **1. Position and Term.**

**1.1 Position.** District agrees to retain Quenzer and Quenzer agrees to be retained by District as Executive Director, Bioscience Workforce Development Hub. Quenzer has the responsibilities and authority that are associated with Quenzer's position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

**1.2 Term.** The term of this Agreement is from October 1, 2025, to June 30, 2026, unless terminated pursuant to the terms of this Agreement.

### **2. Salary and Benefits.**

**2.1 Salary.** Quenzer shall be paid \$116,150 annually on the professional expert salary schedule. The salary will be prorated for service performed of less than one year. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

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

- 12.5 hours of vacation accrued per month of service (up to 180 hours)



annually). Quenzer may accrue up to twice the annual allotment in successive contract years;

- Sick leave at the rate of one (1) day per month of service;
- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time- equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

**2.3 Overtime Status.** The parties acknowledge and agree that the position of Executive Director, Bioscience Workforce Development Hub may require more than 40 hours of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

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

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

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

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

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

## **7. Provisions of Government Code Sections 53243.3-53243.4.**

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

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

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

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

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

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

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

## **9. Representations and Warranties.**

Quenzer represents and warrants that Quenzer:

- (A) has read this Agreement and understands its provisions; and
- (B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

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

\_\_\_\_\_  
Terri Quenzer

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-07 with the Academic Associate Faculty (Instructional Faculty Liaison)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-07 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>Recommended:</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 began conducting ongoing co-curricular academic and career-related activities and events relevant to each Academic and Career Pathway (“ACP”) during the 2018/19 academic year. To further institutional goals and student success, the District established the role of Instructional Faculty Liaisons (“IFLs”) in 2020–2021.

For the 2025/26 academic year, the District will continue this initiative and assign IFLs to Student Success Teams under the direction of the Dean of Instructional Services. IFLs will support ACPs by promoting faculty engagement and collaboration while advancing equity-minded, culturally responsive teaching practices that foster student success. They support institutional goals by developing and presenting ACP information, coordinating high-impact learning opportunities, and facilitating communication among faculty, administrators, and student success teams.

## 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 25-07 between MiraCosta Community College District and the MiraCosta Community College Academic Associate Faculty, as stated.



MOU between the  
MiraCosta Community College District and  
MiraCosta Community College Academic Associate Faculty  
25-07

---

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 allow for the specific project identified below:

- 1) The District began conducting ongoing co-curricular academic and career-related activities and events relevant to each Academic and Career Pathway (“ACP”) during the 2018/19 and 2019/20 academic years.
- 2) In support of this work, the District established the position of Instructional Faculty Liaisons (“IFL”) during 2020/21 academic year. There is a need to continue this work during the 2025/26 academic year.
- 3) Under the direction of the Dean of Instructional Services, each IFL will serve as a member of a Student Success Team and be assigned to support an established ACP.
- 4) Responsibilities: IFLs shall undertake the following responsibilities:
  - a. Develop and present ACP information for classes and events in a variety of instructional modalities, and promotes faculty engagement;
  - b. Collaborate and communicate with other stakeholders, including faculty and administrators, to provide organizational support, and informational updates when implementing ideas, activities, and events in support of institutional goals;
  - c. Initiate and encourage opportunities for culturally relevant “high impact practices” that lead to intentional student engagement and learning, such as contextualized learning experiences, internships, career exploration, service learning, work-based learning, and capstone projects;
  - d. Meet and communicate regularly with members of the Student Success Team and the Dean of Instructional Services;
  - e. Monitor progress, maintain currency, and disseminate information related to teaching and equity-minded learning practices in a variety of instructional delivery modalities that support student success; and
  - f. Encourage culturally responsive pedagogy and remain committed to centering equity within the systems, practices, and culture of their work within the ACP to remediate disparities in disproportionately impacted groups.
- 5) Each IFL shall receive a stipend of \$5,000 per semester upon confirmation of completion of the work by the Dean of Instructional Services to the Payroll Manager. The stipend may be split between two IFLs.

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

Sunita V. Cooke, Ph.D.

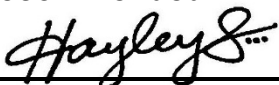
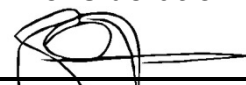
Krista Warren

---

Signature	Date
Superintendent/President	
MiraCosta Community College District	

---

Signature	Date
President	
MCC Academic Associate Faculty	

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-08 with the Faculty Assembly (Counselor Institute)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-08 with the Faculty Assembly</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 style="text-align: center;">✓ 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 style="text-align: center;">✓ Goal 1</span> <span style="text-align: center;">✓ Goal 2</span> <span style="text-align: center;">✓ Goal 3</span> <span style="text-align: center;">✓ Goal 4</span> </div>
<b>Recommended:</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 Faculty Assembly 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 25-08 between MiraCosta Community College District and the MiraCosta Community College District Faculty Assembly, as stated.



MOU between the  
MiraCosta Community College District and  
MiraCosta Community College District – Faculty Assembly  
25-08

---

This MOU modifies the terms of section C.11.0 of the Faculty Assembly 2025–2028 contract 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. The total number of faculty participants shall not exceed twenty-five (25) faculty members.
4. Each counseling 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 counseling faculty member’s work in the Counselor Institute for the entire academic year.

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

Sunita V. Cooke, Ph.D.





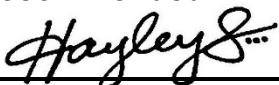
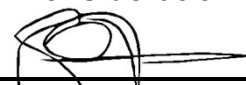
Mary Gross, M.S.

---

Signature	Date
Superintendent/President	
MiraCosta Community College District	

---

Signature	Date
President	
MiraCosta College Faculty Assembly	

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 25-09 with the Faculty Assembly (MH Coordinator)</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 25-09 with the Faculty Assembly</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="http://mcc.mission.statement.pdf">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>   <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 District has determined the need to establish a Mental Health Coordinator position to support the growing mental health needs of students and enhance the integration of services within the Health Services Department. The coordinator will provide clinical supervision for unlicensed associate faculty and counseling interns, coordinate responses to Campus Assessment, Response and Evaluation (“CARE”) referrals, and lead various outreach and training efforts. The position also includes responsibilities such as liaising with graduate programs, facilitating professional development, and representing the mental health counseling team in campus-wide meetings. A full-time faculty member will be appointed by the dean, student affairs, in consultation with the Assistant superintendent/vice president, student services. The coordinator will receive between 0.6 and 0.8 FTE reassigned time per semester, with the option to distribute responsibilities among multiple faculty members. The continuing need will be assessed annually by the Faculty Assembly, assistant superintendent/vice president, human resources and assistant superintendent/vice president, student services.

## STATUS

The District and the MiraCosta Community College District Faculty Assembly 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 25-09 between MiraCosta Community College District and the MiraCosta Community College District Faculty Assembly, as stated.





MOU Between the  
MiraCosta Community College District and  
MiraCosta Community College District – Faculty Assembly  
25–09

---

This MOU modifies the terms of Appendix 5.1 of the Faculty Assembly 2025–2028 contract to allow for the specific project identified below:

- 6) The District and the Faculty Assembly have agreed to the creation of the following special project coordinator: Coordinator, Mental Health Services (“Coordinator”).
- 7) The Coordinator shall undertake the following responsibilities:
  - a. Weekly individual and group clinical supervision for unlicensed associate faculty and mental health counseling interns required by the California Board of Behavioral Sciences.
  - b. Coordinate between the medical and mental health counseling teams within Health Services.
  - c. Consult and provide faculty leadership for situations involving students’ mental health needs with unlicensed associate faculty and mental health counseling interns.
  - d. Coordinate the response to CARE Referrals for the mental health counseling team.
  - e. Peer Educator program recruitment, training, and general work direction for student workers.
  - f. Represent the mental health counseling team in meetings such as the Student Affairs Leadership Team.
  - g. Communicate with graduate school programs for mental health counseling interns.
  - h. Train new team members on departmental processes, such as documentation of counseling sessions.
  - i. Coordinate classroom and student group mental health presentations.
  - j. Consultation with faculty and staff about students and best practices.
  - k. Professional development for faculty and staff about mental health counseling-related topics.
  - l. Connect with contractors as needed for service improvement.
  - m. Coordinate the release of mental health counseling records when needed.
  - n. Recommend schedules for associate faculty and mental health counseling interns.
- 8) Full-time faculty members interested in the Coordinator position shall submit a letter of interest to the Dean of Student Affairs. The Dean of Student Affairs, in consultation with the Vice President of Student Services, shall appoint a faculty member to serve as the Coordinator beginning in the Fall of 2025.
- 9) The Coordinator shall meet all licensing requirements in effect for this role. The Coordinator shall provide ongoing and regular reports to the Dean of Student Affairs.

10)The Coordinator shall be provided with a minimum of 0.6 FTE (9 LHE) to a maximum of 0.8 FTE (12 LHE) reassigned time per semester in support of these responsibilities at the discretion of the Dean. The responsibilities of the Coordinator position may be split between multiple faculty members not to exceed the total FTE reassigned time per semester provided by this agreement.

11)Each year, the Vice President of Human Resources, the Vice President, of Student Services and the Faculty Assembly may assess the continuing needs of the department and determine if any changes need to be implemented to this MOU.




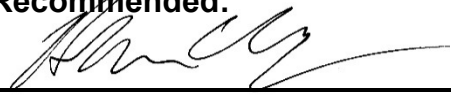
This agreement will become effective upon approval. It shall expire on June 30, 2028.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

\_\_\_\_\_  
Signature Date  
Superintendent/President  
MiraCosta Community College District

\_\_\_\_\_  
Signature Date  
President  
MCCCD Faculty Assembly

<b>Subject:</b>  <b>Approve Reorganization of Admissions and Records</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 checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
<b>Recommended:</b>  Alketa Wojcik, Ed.D. Vice President, Student Services	<b>Approved for Consideration:</b>  Sunita V. Cooke, Ph.D. Superintendent/President
<b>Recommended:</b>  Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>  Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

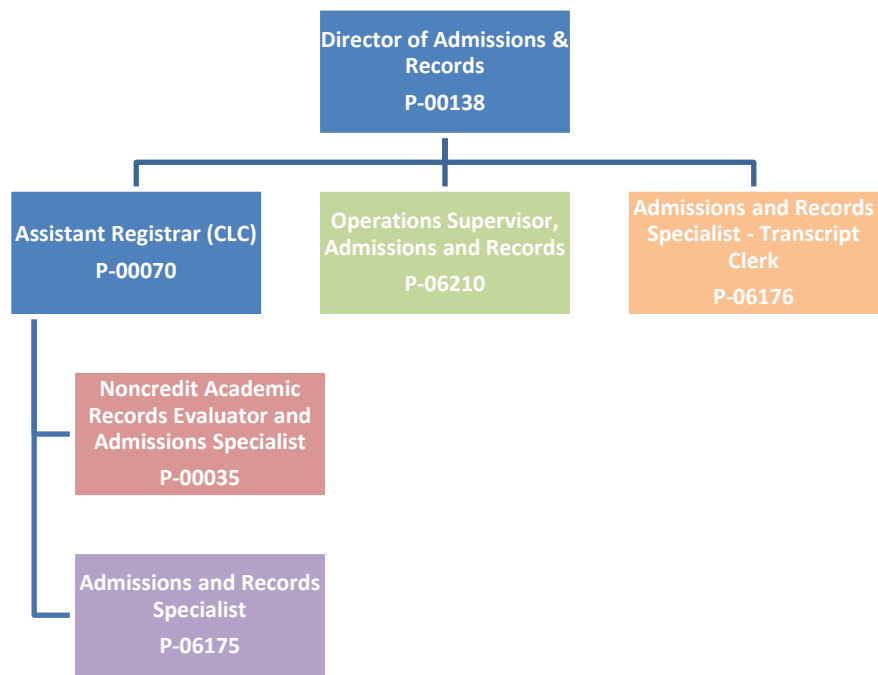
To support institutional priorities, student needs, and regulatory mandates, this proposed reorganization recommends the reclassification of three positions in Admissions and Records, and a job title modification for one position. These changes aim to manage increased workload, enhance transcript processing, ensure compliance, and advance student success.

**STATUS**

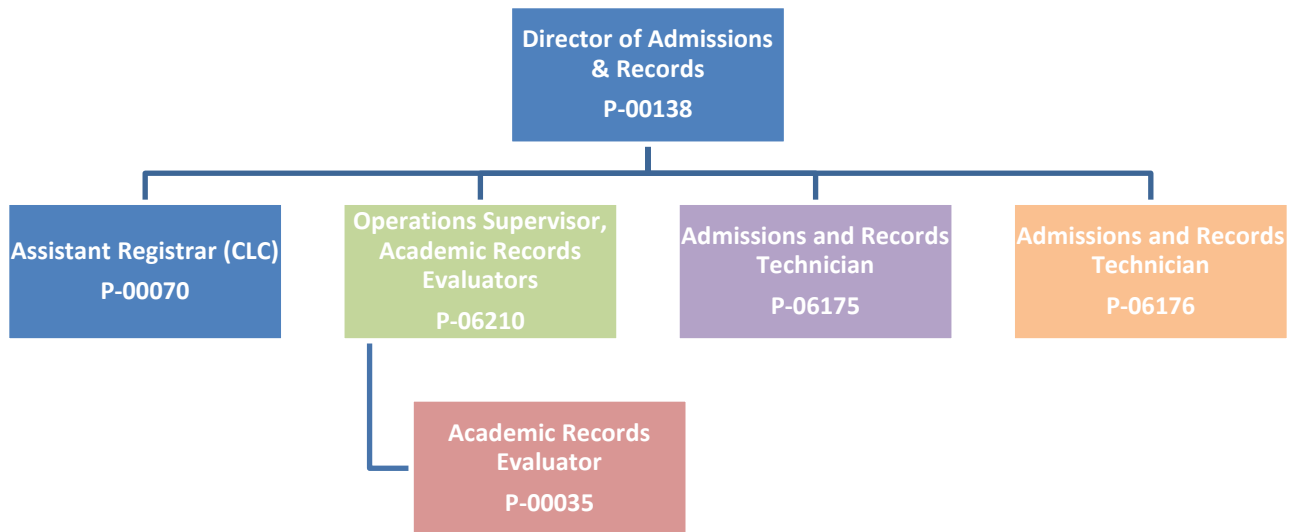
There is a need to reorganize the Admissions and Records Department to better utilize staff and streamline services. There is no change in headcount for the department with the recommended reorganization. The proposal recommends permanently restructuring and modifying the job titles of several roles to align with current needs. These reclassifications are essential to ensure compliance, strengthen fraud prevention, and streamline transcript and transfer credit evaluations. They also enhance the student onboarding and completion experience.

By realigning existing positions to reflect operational priorities and evolving regulatory requirements, the Admissions and Records Department will be better equipped to support enrollment, degree completion, and transfer outcomes—advancing MiraCosta College's goals under Vision 2030, AB 928, and related statewide initiatives.

## CURRENT ORGANIZATIONAL STRUCTURE



## PROPOSED ORGANIZATIONAL STRUCTURE



## PROPOSAL TO RECLASSIFY AND RETITLE ADMISSIONS AND RECORDS ROLES

To align staffing with expanded responsibilities and institutional priorities, the following changes are recommended:

1. Reclassifications:
  - a. Reclassify the Noncredit Academic Records Evaluator and Admissions Specialist position (P-00035) to an Academic Records Evaluator to reflect broader duties in transcript evaluation, credential awarding, and transfer certification. This supports initiatives such as Cal-GETC, AB 928, and the Transfer Credit Project, and advances Vision 2030 goals for early transcript review and accurate education planning. The reclassification of the position will result in an estimated annual cost increase of \$3,295.19 in salary and benefits.
  - b. Reclassify Admissions and Records Specialist (P-06175) and Admissions and Records Specialist – Transcript Clerk (P-06176) to the position of Admissions and Records Technician at the Oceanside campus. This adjustment addresses increased workload related to CCCApply processing, identity verification, fraud prevention, and digital records management. There is no increased cost to the district for these two proposed reclassifications. Position 06176 is currently vacant and will be filled through an open recruitment process.
2. Job Title Modification: Update the title of Operations Supervisor, Admissions and Records (P-06210) to Operations Supervisor, Academic Records Evaluators to better reflect team structure and clarify scope of responsibilities.
3. Classification Abolishment: As part of this reorganization, the Noncredit Academic Records Evaluator and Admissions Specialist classification will be abolished.

## FINANCIAL IMPACT

Using Step 3 for all affected positions, the proposed changes will result in only a modest increase to the district of \$3,295.19 in salary and benefits:



Position	Range / Step	Annual Salary	Notes	Cost to District
<b>Academic Records Evaluator</b>	Range 23 / Step 3	\$85,519	Reclassification from Noncredit Academic Records Evaluator and Admissions Specialist (Range 22 / Step 3 = \$83,090)	\$3,295.19 in salary and benefits
<b>Operations Supervisor, Academic Records Evaluator</b>	Range 27 / Step 3	\$96,013	Job title modification only, no financial impact	None

Position	Range / Step	Annual Salary	Notes	Cost to District
<b>Admissions and Records Technician (Part-Time)</b>	Range 20 / Step 3	\$78,420 \$31,368 (40% FTE)	Reclassification of existing part-time A&R Specialist at CLC; no new position created	None
<b>Admissions and Records Technician (Full-Time)</b>	Range 20 / Step 3	\$78,420	Reclassification of existing Admissions and Records Specialist, Transcript Clerk; no new position created	None

The reorganization consolidates transcript and noncredit certificate evaluation into a centralized team, improving consistency and operational efficiency. The departmental updates include only a modest salary adjustment and are a strategic investment aligned with institutional priorities.

## RECOMMENDATION

Approve reorganization for Admissions and Records, effective October 17, 2025.

<b>Subject:</b>  Approve Increase to Hourly Pay Rates Effective January 1, 2026	<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 type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
<b>Recommended:</b>   Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Per California Labor Code, minimum wage is scheduled to increase from the current rate of \$16.50 per hour to \$16.90 per hour in 2026.

**STATUS**

Effective January 1, 2026, the minimum wage in California will increase to \$16.90 per hour. The district recommends to increase the wages of the following positions to \$17 per hour. The corresponding rates within each affected classification below will also increase. This adjustment is necessary to ensure a sufficient differential between levels within each classification that adequately reflects the requisite level of knowledge, skills and abilities required of each level.

Title	2025 Hourly Rate	2026 Hourly Rate
Apprentice I	\$16.50	\$17.00
Apprentice II	\$18.50	\$19.00
Apprentice III	\$20.50	\$21.00
Student Worker I	\$16.50	\$17.00
Student Worker II	\$18.50	\$19.00
Student Worker III	\$20.50	\$21.00
Theatre & Production Aide I	\$16.50	\$17.00
Theatre & Production Aide II	\$18.50	\$19.00
Theatre & Production Aide III	\$20.50	\$21.00

The estimated cost to the district for FY2025/26 is expected to be \$102,825.

**RECOMMENDATION**

Approve increase to hourly pay rates effective January 1, 2026, as stated above.

<b>Subject:</b>  <b>Approve Release Time for Classified Staff Recognition</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<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>   Hayley D. Schwartzkopf, J.D. Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   Sunita V. Cooke, Ph.D. Superintendent/President

## BACKGROUND

To express appreciation for the important service rendered to the college, the board of trustees has traditionally approved four hours of release time for classified professionals who desire to attend a year-end luncheon, and one hour of release time at the end of the shift for classified professionals who do not desire to attend a year-end luncheon. This practice aligns with the Caring Campus initiative, which aims to foster an overall supportive and inclusive environment. This effort emphasizes the importance of creating a welcoming atmosphere, enhancing communication, and building strong relationships among staff and students, the initiative seeks to improve overall job satisfaction and student success.

## STATUS






The college is prepared to support the appreciation of classified professionals for the important service rendered to the college including providing four hours of release time for classified professionals who desire to attend, and one hour at the end of the shift for classified professionals who desire not to attend, the year-end luncheon.

It is proposed that the year-end luncheon be held on Friday, December 15, 2025, beginning at 12:30 p.m. and ending at 4:30 p.m.

## RECOMMENDATION

Approve release time for classified staff recognition, as stated.



<b>Subject:</b>  <b>Approve Revised 2026-2027 Academic Calendar</b>	<b>Attachment:</b>  <b>2026-2027 Academic Calendar</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> <div style="text-align: center;">   <b>Consent</b> </div> <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;"> <div style="text-align: center;">   <b>Goal 1</b> </div> <div style="text-align: center;">   <b>Goal 2</b> </div> <div style="text-align: center;">   <b>Goal 3</b> </div> <div style="text-align: center;"> <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. The board approved the 2026-2027 Academic Calendar at their September 2025 meeting.

## STATUS

As part of the process to move to a compressed calendar, the college sent the board-approved 2026-2027 Academic Calendar to the California Community College's Chancellor's Office division of College Finance and Facilities Planning for review and approval. Based on feedback received from the state Chancellor's Office, the Academic Senate has revised the proposed academic calendar to move the flex days originally embedded as part of the academic semester to the week prior to the semester. This change was made to bring the calendar into compliance with Title 5, Section 55701(b).

## RECOMMENDATION

Approve the revised 2026-2027 Academic Calendar, as recommended by the superintendent/president.

## 2026-2027 Academic Calendar : 16 Weeks

## Summer Intercession 2026

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

## Fall 2026

Aug 10-13	Professional Learning (Flex)
Aug 14	All-College Day
Aug 17	Fall Semester Begins
Sep 7	Labor Day (Legal Holiday)
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 Intercession 2027

Jan 1	New Year's Day (Legal Holiday)
Jan 4	Winter Intercession Begins
Jan 18	Dr. Martin Luther King, Jr. Day (Legal Holiday)
Jan 25-29	Professional Learning (Flex)
Jan 29	Winter Intercession 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)
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			

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

## KEY

<span style="background-color: #f96262; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Legal/Local Holidays
<span style="background-color: #fff9c4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Non-class days
<span style="background-color: #fff176; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Summer Intercession
<span style="background-color: #e1bee7; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Fall Semester
<span style="background-color: #bbdefb; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Winter Intercession
<span style="background-color: #c8e6c9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Spring Semester
<span style="background-color: #a1887f; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Fall/Spring Break
<span style="background-color: #4db6ac; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Commencement
<span style="background-color: #ff9800; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Professional Learning (Flex)
<span style="background-color: #00bcd4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	All-College Day
<span style="background-color: #9c27b0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Winter Intercession & Flex

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					

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		

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

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				

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		

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						

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			

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	







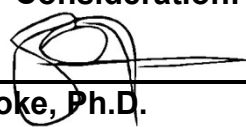
May 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 16 16 16 15 14  
83 Instructional Days  
(includes 5 Instructional Saturdays)  
5 Days of Flex



15 16 15 16 15 14  
83 Instructional Days  
(includes 5 Instructional Saturdays)  
1 All-College Day | 5 Days of Flex

Last Updated 9/29/2025.

<b>Subject:</b>	<b>Attachment:</b>
<b>Approve 2025-2028 Student Equity Plan</b>	<a href="#">2025-2028 Student Equity Plan</a>
<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;"> <b>Information</b>   </div> <div style="text-align: center;"> <b>Consent</b>   </div> <div style="text-align: center;"> <b>Action</b>   </div> </div>
<b>Institutional Goals:</b>	<b>Institutional Goal Supported:</b>
<a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>Goal 1</b> </div> <div style="text-align: center;">   <b>Goal 2</b> </div> <div style="text-align: center;">   <b>Goal 3</b> </div> <div style="text-align: center;"> <b>Goal 4</b> </div> </div>
	<b>Approved for Consideration:</b>  <hr style="width: 100%;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND



As a condition of the receipt of Student Equity and Achievement funds, campuses are required to maintain a student equity plan to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances (Education Code §§ 78220). The Student Equity Plan is a tri-annual plan submitted to the Chancellor's Office that identifies targeted populations based on an analysis of disproportionate impact for the following subgroups: foster youth, students with disabilities, low-income, Veterans, race/ethnicity, homeless students, LGBTQ+, gender, and first generation. The plan assesses outcomes in five key success indicators: successful enrollment, persistence (first primary term to secondary term), completed transfer-level math and English, transfer, and completion. The Chancellor's Office requires all colleges to revise and submit an updated 2025-2028 plan inclusive of strategies to address identified equity gaps. The plan has been routed to all constituent groups for review and feedback. Minor additions have been made, including strategies to close equity gaps in online courses and to institutionalize grant-funded efforts.

## STATUS

The Student Equity plan is due to the Chancellor's Office by November 30, 2025. The plan was presented to the board as a first read on September 4, 2025, and is now being presented as a second read and for approval by the board prior to the November 30 submission to the Chancellor's Office.

## RECOMMENDATION

Approve 2025-2028 Student Equity Plan.

<b>Subject:</b>  <b>Approve Purchase for Network Equipment for Communication Hub, Equity Village and Student Center Project (3000 Series Buildings)</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Item	<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 checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input checked="" type="checkbox"/>
<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**

As part of the Measure MM Bond Program, the purchasing of furniture, fixtures, and equipment ("FF&E") is needed in association with new construction and renovation projects. These FF&E items, specifically network technology items, were identified as necessary equipment for the Communication Hub, Equity Village and Student Center Project (3000 Series Buildings) at the Oceanside Campus.

**STATUS**

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as "piggyback") obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the CISCO NASPO ValuePoint DataCom Master Agreement #AR3227 and California PA #7-20-70-47-01 for the purchase of specific items at the lowest cost and best overall value for District purchases.

The equipment purchases have been identified with an estimate total cost not to exceed \$406,545 and are detailed below:

Project Name	Estimated Cost	Supplier
Communication Hub, Equity Village and Student Center Project (3000 Series Buildings)	\$406,545	ePlus Technology

Funds for equipment are budgeted within the district's Measure MM bond funds.

## **RECOMMENDATION**

Authorize the assistant superintendent/vice president, administrative services to proceed with the procurement with CISCO NASPO ValuePoint DataCom Master Agreement #AR3227 and California PA #7-20-70-47-01 for purchases in amount not to exceed \$406,545.

<b>Subject:</b>  <b>Approve Request to Destroy Records Marked for Destruction</b>	<b>Attachment:</b>  <b>None</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 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**

Administrative Procedure 3310: Records Management establishes procedures to ensure that records that are no longer needed or of no value are destroyed in a timely and appropriate manner.

The period of retention for all records shall be as required by Title 5 and other applicable laws, codes, and statutes. All Class 2 and Class 3 records that have been held for the required retention periods, and any Class 1 records after having been duly electronically archived and held for the required retention period, may be destroyed as allowed under Title 5 and applicable sections of the California Code of Regulations and all other applicable laws, codes, and statutes.

Once Class 2 and Class 3 records have met their required retention rate, they shall be destroyed within six months of their minimum termination date. The board shall be notified of pending action to destroy records and following board notification, all identified records shall be destroyed in a manner that they cannot be reproduced or identified in any physical or electronic form.

**STATUS**

The attached records are ready for destruction. All records are designated as Class 3 disposable. Class 3 records may be destroyed after three years. The documents that were originally Class 1 and 2 permanent documents have been scanned.

**RECOMMENDATION**

Approve request to destroy records attached.

## Records Ready for Destruction



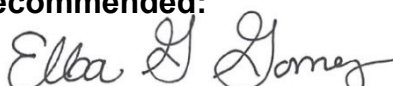

Department	Document Type	Original Class	Start Date	End Date	Expiration Year
Fiscal Services	FY2020 Travel Claims TR23000-TR23199	2	07/19	06/20	2025
Fiscal Services	FY2020 Travel Claims TR23200-TR23499	2	07/19	06/20	2025
Fiscal Services	FY2020 Travel Claims TR23500-TR23799	2	07/19	06/20	2025
Fiscal Services	FY2020 Travel Claims TR23800-TR24088	2	07/19	06/20	2025
Fiscal Services	FY 2020 Vouchered Invoices Del Mar Printing-Statements July 2019-Oct 2019	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices Del Mar Printing-Statements Nov 2019-Mar 2020	2	07/19	06/20	2025
Fiscal Services	FY 20 CS Deposits July-June	2	07/19	06/20	2025
Fiscal Services	FY18-FY20 County Deposits, COE AT & JE	2	07/17	06/20	2025
Fiscal Services	FY2020 Travel Claims-Citibank	2	07/19	06/20	2025
Fiscal Services	FY2017 - FY2020 Travel-Athletics	2	07/16	06/20	2025
Fiscal Services	FY2013-FY2020 Perm RF FY2020 Vouchered Invoices A-Analytical	2	07/12	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices Andrew Rauch-B Misc	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices CDW-CopyMax	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices Costco-CulinArt	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices DS Services-FedEx	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Feeding San Diego-Grainger	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Grangetto's-Home Depot	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-H Misc-Evgeniya Lindstrom	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Maria Lopez-Chris Muscat	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-M Misc-Office Depot 10/4/19	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Office Depot (10/13/19-3/26/20)	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Office Depot (7/1/19-3/18/20)	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-OCLC-Susan Rankin	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Rapheal Party Rental-Smart&Final	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Dana Smith-US Bank	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices-Uline-Z	2	07/19	06/20	2025
Fiscal Services	FY 2016-FY2020 Vouchers RCA	2	07/16	06/20	2025
Fiscal Services	FY 2016-FY2020 Vouchers RCA	2	07/16	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices Non-Gov FD 51,52,71,81, and 82	2	07/19	06/20	2025
Fiscal Services	FY2020 Vouchered Invoices Non-Gov FD 51,52,71,81, and 82	2	07/19	06/20	2025



Human Resources	Vice President of Human Resources (10/22/19) Instr Assistant Art- Ceramics Lab (10/26/18) Instr Associate- Art Lab (10/26/18) Academic Records Evaluator (9/28/19) Financial Aid Supervisor (11/2/18) Support Asst. NonCred Adult Ed (11/5/2018) Payroll Specialist (6/4/2018) Chem Instr (1/18) Math Instr (2/18) Bio Sci Instr (2/18) CS Instr (2/18) Comm Studies Instr (2/18) FA Sup (11/18) Fin Analyst (11/18) Int Dean Math & Sci (1/19) DSPS Fac Dir (1/19) Ochem Instr (2/19) Exec Asst (4/19) Int Dean, AIS (7/19)	2	06/18	04/19	2024
Human Resources	EOPS/CARE Counselor (2/12/2019) Computer Science Instructor (3/12/2019) NC ST Voc. & Adults w/Disabilities Instr. (3/12/2019) Accounting Technician (7/8/2019)	2	02/19	07/19	2025
Human Resources	English Instructor - Generalist (2/26/2019) Program Mgr. Emp. Services (3/25/2019) Admin Support Asst III Financial Aid (7/5/2019) Admin Support Asst II NCAE (7/18/2019)	2	02/19	07/19	2025
Human Resources	CARE Mgr. (7/19) Dir of Stud Serv-CLC (8/19) AC Div Admin Asst (8/19) Counseling Ops Sup (8/19) Media Serv Tech (8/19) Lead Grndskpr (8/19) IS Engineer (9/19) Surg Tech Ins Pro Dir (9/19) Refuse/Recycle Worker (10/19) Intern. Co (10/19) Dean/Stud Aff. (9/26/19) Bus. Analyst-Fiscal Serv (10/14/19) GEAR UP Site Coord (10/22/19) Instr Assoc-Dance (10/28/19) Locker RM Safety Asst (10/30/19) Cust Maint Worker (11/6/19) HRIS Analyst (11/19/19) Admin A/Dean-RPIE (11/27/19) Student Serv Spec CARE Program (11/22/19) Admin Supp Asst I (11/27/19) Irrigation Specialist (12/13/19) Dean,Cont and Comm Education (12/16/19) Admin Asst to Dean Counseling (1/3/20) Building Maint Mechanic III (2/3/20)	2	07/19	10/19	2025
Human Resources	Child Dev Instructor, Business Systems Analyst, (x2) Admin Support Ass. III, HR: HR Ass., Admin Support Ass. III, Writing Center; Program Manager, Student Success and Equity; Financial Aid tech. ECE Instructional Specialist; ECE Program Specialist; Geography Instructor; HR Analyst.	2	09/19	11/19	2025
Human Resources	Nursing Instructor-C.N.A. Director of Health Services, Mental health Counselors; Computer Studies and Info. Tech. Instructor; Nursing Instructor-Psych and Metal Health; Science Lab Tech, Biomanufacturing, Child Dev. Inst. Film Studies Inst. Admin of Justice Inst. Design and Drawing Inst. Business Inst. Media Arts and Tech Inst. Athletic Trainer	2	11/19	02/20	2025
Human Resources International Office	International Student Files (Never attended)	2	02/19	01/20	2025
Financial Aid	Scanning Docs 7/01/2019 to 09/11/2019	2	01/20	02/20	2025
Financial Aid	Scanning Docs 9/13/2019 to 12/05/2019	2	07/19	09/19	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	2	09/19	12/19	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/19	07/21	2025
		3	08/19	07/21	2025



Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Incoming Official transcripts 8/01/2019 - 7/31/2021	3	08/18	07/21	2025
Admissions and Records	Non-Credit AHSDP Evaluation Files 2019-2021	3	01/19	12/21	2025
Admissions and Records	Non-Credit AHSDP Evaluation Files 2019-2021	3	01/19	12/21	2025
Admissions and Records	Non-Credit AHSDP Evaluation Files 2019-2021	3	01/19	12/21	2025
Admissions and Records	Non-Credit AHSDP Evaluation Files 2019-2021	3	01/19	12/21	2025
Admissions and Records	Non-Credit AHSDP Evaluation Files 2019-2021	3	01/19	12/21	2025
Admissions and Records	Change of Information 2019-2021	3	01/19	12/21	2025
Admissions and Records	Positive Attendance Rosters 2008-2021	3	01/08	12/21	2025
Admissions and Records	Credit By Exam 2010-2021	3	01/10	12/21	2025
Admissions and Records	Grade Changes 2014-2021; Incompletes 2010-2021	3	01/10	12/21	2025
Admissions and Records	Grade changes 2014-2021; Incompletes 2010-2021	3	01/10	12/21	2025

<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 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**

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), 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 assistant superintendent/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 assistant superintendent/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 (CUPCAA) 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**  
**August 19, 2025 – September 19, 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>
25003948	Kelly Gee Striping	SAN Manchester Entrance, Parking Lot & OCN Additional Striping (Fac)	\$24,617.48
25003941	Maurice Gannon	4800-Barnard Drive Slope Drainage Installation (Fac)	\$23,400.00
25003942	Maurice Gannon	Barnard Drive Lifting Sidewalk Repair (Fac)	\$23,200.00
25003943	Maurice Gannon	4400 Curb and Gutter Replacement (Fac)	\$19,300.00
25004165	Maurice Gannon	Barnard Curb Gutter and Drainage (Fac)	\$17,300.00
25003946	Eugene Fitzpatrick	Electrical repairs for OCN (Fac)	\$11,775.00
25003945	Botsford Construction Inc	OC 4600 Upgrades (Fac)	\$10,265.00

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 at this time		

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>
25003782	Weiland and Associates, Inc.	Contract Services (Fac)	\$107,400.00
25003930	Dell	Equipment (ITS)	\$95,692.94
25004154	Gartner, Inc.	Consulting (ITS)	\$84,600.00
25003752	ePlus Technology, inc.	Contract Services (ITS)	\$54,156.00
25003693	Vertiv Corporation	Contract Services (Fac)	\$50,073.00
25004053	WRD Consulting, LLC	Consulting (Social Sci)	\$48,000.00
25004084	Intesa Communications Group LLC	Contract Services (ITS)	\$45,000.00
25004054	Pegasus ME Buyer, Inc	Software Maintenance (ITS)	\$41,600.00
25003850	Quality Chevrolet	Equipment (Police)	\$35,460.02
25004169	ESL Video, Inc.	Consulting (Career Ed)	\$35,000.00
25004072	Medical Shipment LLC	Supplies (Nurs)	\$27,732.28
25003729	ExamSoft Worldwide LLC	Software Renewal (Nurs)	\$25,222.45
25004034	One Source Virtual	Contract Services (HR)	\$25,000.00

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>
25003906	Ascend Learning Holdings LLC	Online Exam Fees (Career Ed)	\$22,420.00
25004175	EKC Enterprises, Inc.	Equipment (ITS)	\$20,365.36
25004081	HCI Systems Inc	Contract Services (Fac)	\$17,538.00
25004013	4imprint	Supplies (EOPS)	\$16,850.20

25004112	Unicon, Inc.	Software Renewal (ITS)	\$16,500.00
25004012	Yoodle	Contract Services (PIO)	\$16,250.00
25003938	Plant-Tek Inc	Contract Services (Fac)	\$16,190.00
25004180	Power Plus Productions	Contract Services (Found)	\$15,948.27
25003954	Summerland Bags LLC	Supplies (EOPS)	\$15,569.18
25003803	Instructure Inc	Software (Admin & Rec)	\$15,543.90
25004162	McDannald Pump Systems Inc	Equipment (Fac)	\$15,093.67
25003765	RRL Enterprises, Inc.	Equipment (Auto)	\$14,995.50
25004040	Anthony Trussel	Contract Services (Fac)	\$13,750.00
25003797	EMD Millipore Corporation	Contract Services (Fac)	\$13,731.87
25003967	Evoqua Water Technologies LLC	Contract Services (Fac)	\$13,364.00
25003895	Canva US, Inc.	Software (ITS)	\$13,320.00
25004041	WRD Consulting, LLC	Consulting (Social Sci)	\$12,000.00
25004105	L+L Printers	Printing (Found)	\$11,897.76
25003919	Alliant Insurance Services, Inc.	Insurance (Risk Mgt)	\$11,091.85
25003944	Waste Management of North County	Blanket (Fac)	\$10,825.00
25003851	West Coast Lights and Sirens Inc	Equipment (Pol)	\$10,241.81
25004166	TK Elevator Corp	Contact Services (Fac)	\$10,215.44
25004024	FOOS IN MEDICINE LLC	Speaker (International Office)	\$10,000.00

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

POs from \$5,000 - \$9,999			
PO #	Vendor	Description	Amount
25004011	Community College League of California	Membership (Pres)	\$8,675.00
25003893	Laerdal Medical Corporation	Equipment (Nurs)	\$8,257.29
25004194	Amazon	Equipment (Work Dev)	\$8,223.76
25003914	PSI NEVADA BUSINESS TR	Contract Services (Pol)	\$8,000.00
25003768	SitelogIQ Inc	Contract Services (Fac)	\$7,921.00
25003844	Thermo Fisher	Supplies (Social Sci)	\$7,824.31
25004071	Medical Shipment LLC	Supplies (Nurs)	\$7,643.69
25003793	Dell	Equipment (ITS)	\$6,642.30
25003678	Hudson Printing	Printing (Found)	\$6,634.99
25004140	Andre Hilstock	Contract Services (Fac)	\$6,000.00
25004139	Waxie Punchout	Supplies (Fac)	\$5,981.55
25003864	Cart Mart Inc	Equipment (Fac)	\$5,635.48
25003822	Waxie Punchout	Supplies (Fac)	\$5,585.95
25003998	Oceanside Chamber of Commerce	Membership (PIO)	\$5,200.00
25003731	Decorum Ventures Inc	Guest Speaker (EOPS)	\$5,000.00
25003860	eSkill	Software Maintenance (HR)	\$5,000.00
25003940	Soapy Joe's Car Wash	Blanket (Fac)	\$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.

<b>Construction Contract Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No entries this month		

<b>Total Contract Expenditures: \$1,251,721.30</b>
<b>Ratify MCC purchase orders 25003671 through 25004194</b>

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.

<b>MOUs / Grants / Instructional / Miscellaneous Agreements</b>			
<b>Contract #</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
25000154_SCON	Austin Community College District	Austin Community College - Subrecipient Agreement	\$375,216.00
25000144_SCON	Star Flooring and Remodeling	Star Flooring MOU - TCI	\$0.00
25000151_SCON	Del Mar Union School District	DMUSD - MOU	\$0.00
25000153_SCON	Southwestern Community College	Contract Name Temp CTE/CE Research Support FY25-26	\$0.00
25000156_SCON	Keenan & Associates	Amendment #2 Property and Casualty Claims Agreement	\$0.00
25000159_SCON	San Diego County Superintendent of Schools	SDCSS for SDQPI 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.

<b>Facilities Use Agreements</b>			
<b>Contract #</b>	<b>Licensee</b>	<b>Description</b>	<b>Amount</b>
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

## Capital Improvement Program Contract and Purchase Order Ratification List August 19, 2025 - September 19, 2025

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

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

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

POs Greater Than \$25,000			
PO #	Vendor	Description	Amount
25004078	Division of the State Architect	04202 – Chem Bio Building - Re-examination Fee for DSA 302 Certification (OCN)	\$57,103.94

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

POs from \$10,000 - \$24,999			
PO #	Vendor	Description	Amount
25003733	Eugene Fitzpatrick	04244 – Trailer Behind Gym - Electrical Power Connection (OCN)	\$24,650.00

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

POs from \$0 - \$9,999			
PO #	Vendor	Description	Amount
25003735	Russ Stroika	04244 – Various Trailers - Exterior Painting (OCN)	\$8,500.00
25003734	Imagine That Unlimited a California Corporation	04244 – Trailer T570 - Signage (OCN)	\$3,746.00
25003732	Sweetwater Sound Inc	04202 - Chem Bio Building – Microphone and Accessories for Instructor (OCN)	\$1,662.72
25003762	San Diego County Office of Education	04237 – 4500 Science Building - Wayfinding Signage for the Design Department Swing Space (OCN)	\$247.24






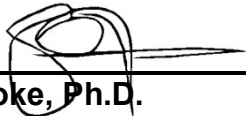
In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

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		

<b>Total Contract Expenditures: \$95,909.90</b>			
<b>Ratify Purchase Orders — 2500: 4078, 3733, 3735, 3734, 3732, 3762,</b>			

<b>Subject:</b>  <b>Adopt Resolution No. 4–25/26 Delegate Superintendent/President to Declare Emergency and Take Emergency Actions in Response to Elevator Repair at the Oceanside Campus Building 14 Student Services</b>	<b>Attachment:</b>  <b>Resolution No. 4–25/26 Delegate Superintendent/President to Declare Emergency and Take Emergency Actions in Response to Elevator Repair at the Oceanside Campus Building 14 Student Services</b>
<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="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>  <hr/> <b>Elba G. Gomez</b> <b>Assistant Superintendent/Vice President, Administrative Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

The district adopted the California Uniform Construction Cost Accounting Act (CUPCCAA) by Board Resolution No. 13-10/11. Subsequently, the board approved Resolution No. 6-23/24, amending Resolution No. 13-10/11 to authorize the superintendent/president to declare an emergency and to take Emergency Actions in accordance with Public Contract Code §22050.

On the afternoon of September 28, 2025, the elevator in Building 14 Student Services Building got stuck between floors with occupants in the elevator cab. The elevator was unable to be opened to let the occupants out. The Oceanside Fire Department was contacted by the MiraCosta College Police to respond to the incident. After several attempts to lower the elevator, the fire department had to force open the doors with the jaws of life equipment. The occupants inside the elevator were evacuated, but the rescue effort caused extensive damage to the elevator doors that now need to be replaced.

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Public Contract Code §22050, the Board of Trustees may declare that an emergency exists and authorizes the immediate procurement of necessary goods and services without the requirement for formal bidding or competitive proposals ("Emergency Actions"). Public Contract Code §22050(b) further authorizes the Board of Trustees to delegate the authority to take such Emergency Actions to designated district staff. When this delegation is made, district staff must report the nature of the emergency and the actions taken to the board at its next regularly scheduled meeting, and at all subsequent meetings until the emergency has been resolved.

## **STATUS**

Pursuant to the authority delegated by the Board of Trustees under Resolution No. 6-23/24 and in accordance with Public Contract Code §22050 (CUPCCAA), district staff took immediate action to address the following emergency: Elevator Repair at the Oceanside Campus Building 14 Student Services.

This elevator serves to provide the primary ADA access to the main level of the Oceanside Campus. On 9/11/2025, Schindler Elevator Corporation in San Diego, CA, who installed the elevator during the construction of the Student Services building came out and conducted a damage assessment. They are in the process of preparing an estimate for repairs.

## **RECOMMENDATION**

Approve Resolution No. 4–25/26, authorizing action under the California Uniform Construction Cost Accounting Act (CUPCCAA) to delegate authority to the Superintendent/President to declare an emergency and take necessary Emergency Actions in response to the Elevator Repair at the Oceanside Campus Building 14 Student Services.



**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 4-25/26**

**ACTION REGARDING UNIFORM CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA)  
TO DELEGATE SUPERINTENDENT/PRESIDENT EMERGENCY DECLARATION AND  
EMERGENCY ACTIONS FOR ELEVATOR REPAIR AT THE OCEANSIDE CAMPUS  
BUILDING 14 STUDENT SERVICES**

**WHEREAS**, by Resolution No. 6-23/24, authority was delegated to the District's Superintendent/President to declare an emergency and to procure goods/services necessary to address the emergency without advertising for bids or competitive proposals.

**WHEREAS**, on September 28, 2025, the elevator in Building 14 Student Services building became stuck between floors with occupants inside and the elevator doors could not be opened;

**WHEREAS**, the MiraCosta College Police Department contacted the Oceanside Fire Department for assistance. After several unsuccessful attempts to lower the elevator, the Fire Department was required to use jaws-of-life equipment to force open the doors. The trapped occupants were safely evacuated, but the rescue efforts caused extensive damage to the elevator doors, which now require replacement;

**WHEREAS**, the Superintendent/President determined that the incident constituted a sudden, unexpected occurrence posing a clear and imminent danger to the safety and health of campus occupants, thereby necessitating immediate action to preserve life, health, property, or essential public services;

**WHEREAS**, in accordance with the authority granted under Resolution No. 6-23/24, the Superintendent/President declared an emergency and is authorized to procure the goods and services required to repair the elevator and restore safe use without advertising for bids or competitive proposals (the "Emergency Actions");

**WHEREAS**, as of the date of this Resolution, no work has been performed and no vendors or contractors have yet been engaged;

**WHEREAS**, pursuant to Resolution No. 6-23/24, the superintendent/president will report to the Board of Trustees the status of the Emergency Actions described herein at each regular meeting until such actions are complete.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of MiraCosta Community College District as follows:

**RESOLVED**, the foregoing recitals are true and correct and are hereby incorporated into this Resolution by reference.

**FURTHER RESOLVED**, the actions taken by the Superintendent/President in declaring an emergency and authorizing the Emergency Actions are consistent with the authority granted under Resolution No. 6-23/24 and are hereby affirmed.

**FURTHER RESOLVED**, the Superintendent/President is authorized to enter into contracts as necessary to carry out the Emergency Actions, and such contracts shall be presented to the Board of Trustees for ratification once awarded;

**FURTHER RESOLVED**, the Superintendent/President shall report to the Board of Trustees regarding the Emergency Actions through written updates included as informational items on the public agenda of each regular meeting until the emergency has been resolved and related work completed;

**FURTHER RESOLVED**, this Resolution shall take effect immediately upon its adoption.

**ADOPTED, SIGNED AND APPROVED this 16<sup>th</sup> day of October 2025.**

BOARD OF TRUSTEES OF THE  
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Rick Cassar  
President, Board of Trustees

Attest:

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

STATE OF CALIFORNIA    )  
  )ss  
SAN DIEGO COUNTY        )

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 4–25/26, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 16<sup>th</sup> day of October 2025, and that it was so adopted by the following vote:






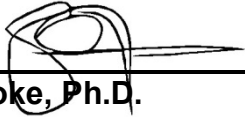
AYES:

NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_  
Sunita V. Cooke, Ph.D.  
Superintendent / President

<b>Subject:</b>  <b>Board Policy 3501 – Campus Security and Access</b>	<b>Attachment:</b>  <b>Board Policy 3501 – Campus Security and Access</b>
<b>Category:</b>  <b>Board Policies – Second Read</b>	<b>Type of Board Consideration:</b>  <div> <div>Information</div> <div>Consent</div> <div>Action </div> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <div> <div> Goal 1</div> <div> Goal 2</div> <div> Goal 3</div> <div> Goal 4</div> </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 adoption by the board.

**RECOMMENDATION**

Adopt Board Policy 3501.

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






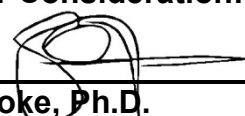
References 34 Code of Federal Regulations Part 668.46 (b) (3)

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>Attachment:</b>
<b>Board Policy 3710 – Securing of Copyright</b>	<b>Board Policy 3710 – Securing of Copyright</b>
<b>Category:</b>	<b>Type of Board Consideration:</b>
<b>Board Policies – Periodic Review</b>	<div>Information</div> <div>Consent</div> <div>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/> <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 periodic review of Board Policy 3710 – Securing of Copyright has been completed and approved by College Council, with no changes recommended. The policy is now presented for adoption by the board.

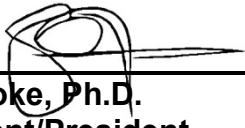
**RECOMMENDATION**

Adopt Board Policy 3701.

The superintendent/president is directed to develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the district. The procedures developed by the superintendent/ president shall assure that the district may use, sell, give, or exchange published materials and may license materials prepared by the district in connection with its curricular and special services.

In the development of these procedures, the superintendent/president shall solicit the input of the proper representatives of the college community in accordance with the district's policies regarding shared local decision-making.

See Administrative Procedure 3710.

<b>Subject:</b>  <b>Board Policy 3725 – Information and Communications Technology Accessibility and Acceptable Use</b>	<b>Attachment:</b>  <b>Board Policy 3725 – Information and Communications Technology Accessibility and Acceptable Use</b>
<b>Category:</b>  <b>Board Policies – First Read</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>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 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 new Board Policy 3725 – Information and Communications Technology Accessibility and Acceptable Use has been completed and approved by College Council. The policy is now presented as a first read by the board.

**RECOMMENDATION**

For information only.

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

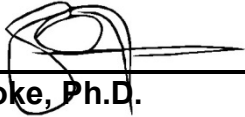
As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The superintendent/president shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

**MiraCosta Community College District****Page 1 of 1**

Adoption History:	XX/XX/25
Periodic Review:	-
Reference Update:	-
References:	Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq
CCLC Update:	#34, 3/19; #38, 4/21
Steering:	VPAS/VPHR/VPSS / N/A



<b>Subject:</b>  Board Policy 5035 – Withholding of Student Records	<b>Attachment:</b>  Board Policy 5035 – Withholding of Student Records
<b>Category:</b>  Board Policies – First Read	<b>Type of Board Consideration:</b> <div> <div>✓</div> <div>Information</div> <div>Consent</div> <div>Action</div> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div> <div>✓</div> <div>Goal 1</div> <div>✓</div> <div>Goal 2</div> <div>✓</div> <div>Goal 3</div> <div>✓</div> <div>Goal 4</div> </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**


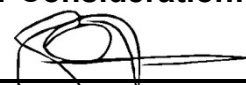
A review of edits to Board Policy 5035 – Withholding of Student Records has been completed and approved by College Council. The policy is now presented as a first read by the board.

**RECOMMENDATION**

For information only.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation ~~may shall~~ have ~~diplomas and~~ registration privileges withheld.

See Administrative Procedure 5035.

<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;"> <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>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

Resolution No. 21-24/25 was approved at the June 26, 2026, board meeting 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 reviewed the collected data and prepared a geotechnical report which summarized the findings and provided 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 for this project including the civil engineering, testing, inspection, soils consulting, construction and repair of the sinkhole and broken storm drains were \$224,996.28, significantly less than the original estimated costs of \$500,000.

Vendor/Contractor	Work/Goods/Services Description	Cost
NV5	Civil engineering, testing, inspection, and soils consulting	\$71,403.27
Hazard Construction Engineering, LLC	Construction and repair of sinkhole and broken storm drains	\$153,593.01

## RECOMMENDATION

Final updated report for information only.

<b>Subject:</b>  <b>2025 Storm Water Management Plan (SWMP) Annual Report</b>	<b>Attachment:</b>  <a href="#"><u>MCCD 2024-25 Municipal Storm Water Management Plan Annual Progress Report</u></a>
<b>Category:</b>  <b>Information Items</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="#"><u>mcc_mission_statement.pdf (miracosta.edu)</u></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>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


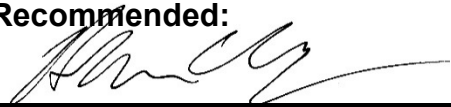
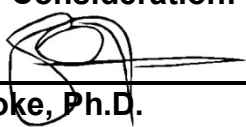
In 2006, the board adopted a Storm Water Management Plan (SWMP) for the district. The SWMP identifies the best management practices (BMPs) that are being implemented throughout the district to prevent pollution storm water runoff. The Municipal Storm Water Management Plan Annual Progress Report is prepared by the San Diego County Office of Education's Municipal Storm Water Group.

## STATUS

The 2025 annual report shows that district staff continued to show substantial compliance in implementing the board's 2006 SWMP and are continuing work to protect California's storm water from pollution.

## RECOMMENDATION

For information only.

<b>Subject:</b>	<b>Attachment:</b>
<b>Student Services Division Board Report</b>	<b>None</b>
<b>Category:</b>	<b>Type of Board Consideration:</b>
<b>College-Related Reports</b>	<div style="text-align: center;">  </div> <b>Information                  Consent                  Action</b>
<b>Recommended:</b>	<b>Approved for Consideration:</b>
 <b>Alketa Wojcik, Ed.D.</b> <b>Assistant Superintendent/Vice President,</b> <b>Student Services</b>	 <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

### **Academic Counseling Office (Ailene Crakes)**

The Counseling Department partnered with the GEAR UP Program to get their students connected with counselors to discuss long-term career planning, create education plans, and learn how to access college resources. This effort started in the second week of September and over 100 students have attended appointments; more importantly, our counselors forged bonds with these learners, and they are already booking follow-up sessions as they get ready for spring registration.

The Counseling Department partnered with academic advisors to redesign and enhance the New Student Course Selection Workshop, creating a co-facilitated model that leverages the expertise of both areas. This newly forged partnership represents the commitment to provide comprehensive, wrap-around support that meets students where they are in their academic journey. With this collaborative approach, we are expanding our capacity to serve both prospective and new MiraCosta College students with more robust, integrated services. The workshop now features counseling videos strategically embedded throughout the presentation to provide multiple learning modalities and ensure accessibility for all students. Recognizing that access to information is fundamental to educational equity, all videos have been captioned to support students with diverse learning needs and abilities. This partnership model not only maximizes resources but also ensures that students receive cohesive guidance that bridges the gap between academic planning and career counseling. By combining these essential services, we're creating a more holistic support system that honors each student's unique pathway to success while removing barriers that might otherwise impede their progress.

### **Admissions and Records Office (Kathy Rodriguez)**

The Admissions and Records Office continues to support the growth of our Early College Credit Programs. The Admissions and Records specialist assigned to Early College Credit has played a critical role in ensuring timely processing, enrollment accuracy, and direct support to high school partners and students. Since March 1, a total of 2,367 Early College Credit Forms (special admits) have been processed, enabling high school students to access college-level coursework.

For fall 2025, there are 40 designated Dual Enrollment and College and Career Access Pathways (CCAP) classes offered across partner high schools, and through batch enrollment processes, the Admissions and Records Office enrolled over 800 students, ensuring efficient onboarding and timely access to college courses.

In collaboration with Instruction, the Admissions and Records Office, and the assistant business systems analyst, the Career Technical Education (CTE) Articulation Program supported pathways that recognize and award high school students for articulated coursework. Together, these efforts reached 4,990 students, with 3,873 earning credit. Grade transcription was done in batches, with 691 for fall and 3,182 for spring, highlighting the success that comes from multiple departments working together to expand opportunities for students. These outcomes highlight the Admissions and Records Office's strong commitment to supporting Early College Credit Programs.

Since the start of the fall semester, the Community Learning Center (CLC) has provided 1,145 admissions and records services and 294 counseling services. This activity demonstrates both the steady demand for student support services and the CLC's important role in contributing to the college's overall enrollment growth.

Since the start of the fall semester, the San Elijo Welcome Center has assisted students 1,058 times across multiple service areas where some students received support more than once, reflecting both strong utilization of services and alignment with the campus's overall enrollment increase. The highest demand has been for parking permits. Other high-demand areas have included Admissions and Records Office and Academic Counseling, underscoring the Welcome Center's role as a hub for student support. The center has also seen a notable rise in student inquiries about financial aid, underscoring the importance of offering accessible, in-person services at both the Oceanside Campus and San Elijo Campus to support students in navigating their college journey.

The Evaluations Team has posted summer 2025 degrees, and students have already received their electronic degrees via email and their mailed diplomas. The team has also assumed responsibility for evaluating noncredit adult high school diplomas and certificates, duties previously managed by Noncredit Admissions and Records staff.

To advance the Transfer Credit Project, the team acquired a business analyst consultant to provide specialized expertise and support for ongoing system projects, including the implementation of a transcript reader designed to improve efficiency, enhance accuracy, and free up evaluators' time for higher-level transcript evaluation.

For summer 2025, a total of 801 graduation petitions were submitted, three Bachelor of Science, 343 Associate of Arts, 95 Associate of Science, and 360 Certificates of Achievement. When compared to prior years, the summer petition totals show consistency, with steady growth in Associate of Science and Certificate of Achievement petitions, reflecting ongoing student progress and completion trends.

As of September 19, 2025, a total of 711 graduation petitions has been submitted: 285 Associate of Arts, 109 Associate of Science, and 312 Certificates of Achievement.

### **Athletic Department (Patrick Conahan)**

The MiraCosta women's volleyball team is currently ranked number 17 in the state, with a 9-3 record. The women's soccer team is currently ranked number 22 in the state, and number 12

in the south. The rugby club (men's and women's teams) and the women's flag football club are all practicing weekly.

The Athletic Department has two new head coaches, Westly Berryman (women's basketball) and Daniel Salas (women's soccer).

### **Campus Assessment, Resources, and Education (CARE) Program (Devon Boone)**

The CARE Program continues to dedicate commitment to serving students' basic needs. The Basic Needs Service Utilization data dashboard demonstrates that in summer 2025, A total of 1,975 students accessed the campus food pantries 8,193 times. Since the beginning of the fall semester, 3,635 students accessed the food pantries 10,293 times. We are seeing overrepresentation of Black/African-American, Latinx/Chicanx, and students ages 30+ accessing services, students who are disproportionately impacted by basic needs.

In September, we rolled out "Community Resource Office Hours", which emphasizes bringing community-based organizations to provide services on-site to students. The inaugural service rolled out includes application and case escalation assistance for CalFresh and Medi-Cal provided by TrueCare and Feeding San Diego.

The CARE Program has begun planning for the 3rd Annual Hunger and Homelessness Awareness Week, November 17-22, which will be rich with programming that brings awareness to the students who experience homelessness, housing insecurity, and food insecurity. This year we anticipate increased engagement and collaboration opportunities amongst the Instructional and Student Services Divisions.

### **Extended Opportunity Programs and Services (EOPS) (Yesenia Balcazar)**

Extended Opportunity Programs and Services (EOPS) has implemented a new directive from the Chancellor's Office regarding financial aid eligibility for continuing students. Under this policy, students must qualify for the California College Promise Grant (CCPG) Method A or B each academic year to remain in the program. As a result, approximately 114 students did not meet eligibility requirements to continue from spring to fall 2025. Multiple email notifications were sent to affected students, informing them of the change and directing them to the Financial Aid Office for questions about CCPG eligibility. At the statewide level, EOPS leadership is actively working with the Chancellor's Office to highlight the impact of this directive, particularly given today's political climate and the number of students reluctant to submit FAFSA or CADAA applications.

Despite these challenges, EOPS has experienced growth. Since the beginning of the summer semester, 174 new students have joined the program. All new participants attended orientation, met with a counselor to develop a comprehensive education plan, and received support, including book and supply vouchers, transportation assistance, and food support through grocery cards and meal vouchers. Continuing students also received these services.

EOPS proudly celebrates the achievements of 36 students from EOPS, NextUp, RAFFY, and CalWORKs who were invited to join Phi Theta Kappa (PTK), the international honor society for two-year colleges. Their induction is a testament to their academic excellence, dedication, and resilience.

To further strengthen academic support, EOPS partnered with the campus Learning Centers to provide targeted tutoring in mathematics and writing. These services are now available directly



in the EOPS computer lab, increasing accessibility for EOPS, NextUp, and CalWORKs students while helping close foundational skill gaps.

EOPS also collaborated with HSI, MESA, IDEA, the Career Center, Health Services, and the Math and Health Sciences ACPs to co-host *Foos in Medicine*, founded by Irvin Garcia Real and Alexis Ivan Aleman. Through storytelling, mentorship, and representation, this initiative empowers students to see themselves in fields where they have historically been underrepresented.

Finally, the table below shows the number of unduplicated students served by EOPS and its categorical programs during the 2024/25 academic year:

Program	Unduplicated Students Served
EOPS	678
CARE	35
CalWORKs	80
NextUp	40

**Financial Aid Office (FAO) (Mike Dear)**

The MiraCosta College Financial Aid Office (FAO) continues to support student success. Almost half of all credit students receive financial support, and the FAO Team continually strives to create innovative and efficient ways of providing students with the money they need to complete their educational goals and move forward into a career or transfer.

The vast majority of fall 2025 has been disbursed to students, including \$8.3 million in Pell grants, \$1.1 million in Cal Grants, and \$1.8 million in Student Success and Completion Grants (SSCG). This is financial assistance that is above and beyond the free tuition provided by the various promise programs.

The MiraCosta College fall 2025 scholarship application period just closed, a large committee of faculty and staff are now in the process of reviewing and scoring applications. Scholarship recipients will be chosen and notified by the end of term. There are over 200 scholarships available representing approximately \$300,000 in free money for students.

The 2026/27 FAFSA application was just released, a few days prior to the October 1 scheduled launch date. The FAO Team is heavily engaged in providing outreach to students, including several on-campus workshops and many family financial aid night events at local area high schools.

**GEAR UP (Julie Johnson)**

The 2018-2025 MiraCosta College GEAR Federal Grant served 3,624 students in the Oceanside Unified School District beginning when Cohort 1 and 2 students were in grades 6 and 7 at Chavez, King, Jefferson, and Lincoln Middle Schools. Cohort 1 GEAR UP students graduated in June 2024, with Cohort 2 GEAR UP graduating from El Camino High School or Oceanside High School in June 2025.

GEAR UP continued to support both cohorts during their postsecondary transition. Since this June, over 1,600 Cohort 1 and 2 students were contacted with a multi-modality outreach strategy using in person, text, phone calls, and Zoom meetings to deliver a wide range of

interventions tailored to students' individual needs. These included post-secondary enrollment support, financial aid and loan guidance, orientation and transition assistance, transfer and career pathway advising, and wellness and accessibility support. Since the fall semester started at MiraCosta College, over 100 GU students accessed special counseling services made possible by GU funds.

GEAR UP support continued through September 30, 2025, when 2018-2025 grant funding ended. The required Final Performance Report will be submitted by December 31, 2025. MiraCosta College submitted a 2025 GEAR UP Grant Application in the recent competition. Our college's application scored a perfect 100 to qualify for a GEAR UP 2025-2032 award. Unfortunately, due to limited federal grants MiraCosta College was not awarded.

### **Health Services (Ghada Osman)**

As of September 2025, Health Services continues to be open year-round, offering in-person and telehealth services. From September 2024 to September 2025, Health Services completed 7,170 total appointments, a 1.8 percent increase in total number of appointments from the year before. Approximately 50.4 percent of appointments are mental health related, 44.4 percent are medical, and 5.2 percent are case management.

Health Services continues to note a significant number of our disproportionately impacted students seeking mental health counseling support, with Black/African American students at 5.37 percent, Latiné/Chicané students at 55.1 percent, LGBTQIA+ students at 37.3 percent, and students over age 25 at 53 percent.

Mental health counselors and peer educators gave presentations and trainings to over 1,250 students and employees and continued to coordinate groups, workshops, and special events in collaboration with Student Life, SAS, UMOJA, UPRISE, Student Equity, Transitions (especially the Roots of Justice Program), and EOPS. Mental health counselors provided same-day outreach for 149 CARE referrals, and together with the clinical case manager, connected approximately 401 students to off-campus resources.

### **International Office and Study Abroad Program (Kathy Rodriguez)**

Last spring marked important milestones for MiraCosta's international students. Fifteen graduates transferred to top universities, including UC Berkeley, UC Davis, SDSU, CSU San Marcos, and Boston College, and two received OPT approval to gain professional experience in the U.S.

During the summer, MiraCosta hosted sister city exchanges with Fuji and Kisarazu, Japan, engaging College for Kids participants, Japanese language learners, and Oceanside Unified students in cultural activities that strengthened global partnerships.

This fall, despite ongoing F-1 visa challenges, the college welcomed 21 new students from 13 countries, bringing total international enrollment to 106. Highlights included a fall orientation with team-building activities, 12 students in the Academy at MiraCosta High School Completion Program, and nine CalEdu partner students taking MiraCosta online courses from South Korea.

International student recruitment remains active, with 116 inquiries from 44 countries since February 2025, particularly from Brazil, Mexico, Nepal, and the Philippines. In May, MiraCosta partnered with CSU San Marcos to host 30 international student recruiters for a Familiarization

Tour. The event received highly positive feedback, with agents praising the hospitality, organization, and especially the authentic student testimonials that highlighted the welcoming campus culture and strong support services at MiraCosta College.

MiraCosta's Study Abroad programs had strong participation this year, with five students in Seville in spring 2025, 22 students in Florence, 27 in Japan during the summer, and two students in independent programs. This fall, ten students are studying in Florence. Recruitment for upcoming programs is promising, with 140 students on the interest list for spring 2026 Barcelona and 185 for summer 2026 Paris. Scholarship awards supported global learning, including one Donald Cuthbertson Scholarship (\$500), one Study Abroad Association Scholarship (\$750), six Gilman Awards (\$3,000 each), and three AIFS Ambassador Scholarships (\$1,000 each). In addition, two Global Explorer Passport Grants will cover passport costs for 61 students, with 130 applications received to date.

### **Orientation and Student Support (Tina Helmstreit)**

The Orientation and Student Support (OSS) Department continues to align onboarding strategies with guided pathways through in-person programming and an upgraded online orientation tool. The upgrade includes Title II compliance, expanded staff reporting, Spanish translation, and integration of noncredit (adult high school and ESL) content to foster belonging and introduce credit pathways. Welcome Fest 2025 drew over 433 students and 500 supporters, emphasizing Academic and Career Pathways. As part of Caring Campus efforts, OSS piloted engagement tracking at Help Hut stations during the first two days of the fall semester, recording over 3,500 student interactions across Oceanside and San Elijo Campuses. This initial effort provided valuable insight into student needs and support patterns, though many interactions likely went uncounted. For the spring and summer 2025 terms, orientation completion rates closed at 71 percent.

### **School Relations/Diversity Outreach (Jonathan Gomez)**

Ahead of the fall semester, Outreach hired and trained 28 student ambassadors representing a diverse range of Academic Success and Equity (ASE) Programs, backgrounds, and experiences. In August, student workers from various departments joined the ambassadors for a joint training session. Throughout the summer, student ambassadors played a key role in Welcome Fest by leading campus tours and assisting students with applications and registration. They also supported the New Student Welcome Event at the Community Learning Center.

Additionally, the department is preparing for a new partnership that will bring the International Book Awards to the Oceanside Campus for the first time. Planning is underway, and the event is scheduled to take place at the Concert Hall on October 25.

### **Service Learning and Volunteer Center (SLVC) (Nancy Magpusao Burke)**

On Saturday, August 2, Service Learning and Volunteer Center co-hosted the annual Back to School, Stay in School Rally with North San Diego County NAACP and multiple organizations. In addition to MiraCosta College staff and faculty donations, a grant from MiraCosta College Foundation facilitated the purchase of additional supplies and altogether, benefited over 850 families in need.

In September, MiraCosta College students volunteered their time and talent at the Boys and Girls Club of Vista, the first of four Spartan Service Saturday series for fall term.

Two Service Learning and Volunteer Fairs took place in September. The first fair held at the San Elijo Campus had 57 students participating and a combination of 12 community organizations and campus departments hosting resource tables. The second fair at the Oceanside Campus garnered 235 students and 21 community partners, including campus departments.

Service Learning and Volunteer staff participated in and supported Glassless Minds Open Mic Night with 31 attendees who engaged in spoken word poetry, song, and comedy.

Currently, 16 courses offer service learning for students as a requirement or for extra credit up to 15 hours. The team is strategizing to expand service learning and volunteer opportunities for courses in science and technology.

**Student Accessibility Services (SAS) (Abrey Nydegger)**

In July, Student Accessibility Services (SAS) held New Student Welcome Workshops at the Community Learning Center and Oceanside Campuses for new students to MiraCosta. Students were guided by SAS counselors providing academic planning, Canvas and SURF tutorials, and campus tours. SAS also had a 15 percent growth in proctored exams during summer 2025 compared to summer 2024.

The SAS Department submitted MIS data for 2024-2025 academic year serving 1,517 credit and continuing education students. SAS continues to steadily increase, and this is the largest number of students served by the SAS Program in the past ten years.

Annual 2022/23	Annual 2023/24	Annual 2024/25
Student Count	Student Count	Student Count
1,219	1,341	1,517

This August, SAS has hired two new Peer Access Navigators to support students using the High Tech Lab at the Oceanside Campus and for on-campus cart transportation for students authorized for mobility support.

**Student Life and Leadership (SLL) (Terrence Shaw)**

The number of students choosing to participate in commencement continues to grow. There were 671 graduates that walked across the stage at commencement this past spring.

Seventy-three students attended the Fall 2025 Student Leadership Conference. The conference was also expanded, and had attendees from Palomar College and SCCC Region X. There were close to 20 presenters that offered 15 workshops, including sessions on communication, leadership, equity and inclusion, entrepreneurship, student engagement, career development, and wellness.

Student Life and Leadership (SLL) held daily events for Welcome Week and had engagement in various activities that reached more than 550 students. Students really enjoyed the petting zoo and have requested an encore.

Nearly 300 students attended and participated in Club Rush at Oceanside and San Elijo Campuses. Attendees included club leaders, prospective club members, staff, faculty, and community members. There were 56 club registrations submitted this fall, including 13 new clubs created.

The Associated Student Government (ASG) began the year with significant advocacy efforts at the local level, including multiple student leaders attending and giving public comment at Oceanside City Council. ASG will be sending 11 student leaders to Advocacy Academy this semester. Student representatives have been appointed to every shared governance committee at the college.

### **Student Life and Leadership (SLL), San Elijo (Colleen Maeder)**

Student Life and Leadership Team at the San Elijo Campus welcomed around 20 new students and their families during our signature San Elijo Kickoff Event, an exciting introduction to campus life and the many resources available to support their success. The momentum continued into the first week of classes with vibrant welcome activities, including inflatable games, a petting zoo, and our popular Spartan Connect Program, all designed to build community and campus pride.

September brought even more opportunities to get involved, with the much-anticipated return of the Service Learning and Volunteer Fair and Club Rush. Students also enjoyed a sweet treat and meaningful conversation during “Donuts with the Dean and Director,” featuring Dean Al Taccone and Director Colleen Maeder. SLL welcomed Healthy Day Partners back on campus for our Garden in a Bucket Program. Across August and September, approximately 300 students took part in a variety of campus events.

This October, we are excited to partner with Encinitas Friends of the Arts to host their vibrant annual Día de los Muertos celebration on campus.

### **Student Services, CLC (Mitra De Souza)**

This summer the department was awarded a \$5,000 Foundation Board grant to provide students with equitable access to paid skill building opportunities. Through this grant, the Community Learning Center (CLC) created the CLC Food Pantry Internship Program where students who are not eligible for student worker positions can gain valuable experience and become eligible for a \$500 scholarship. In particular, the Internship Program prioritizes empowering undocumented students and/or students who would like to practice their English-speaking skills in a supportive work environment. To complete the program, students must volunteer for a minimum of 30 hours in the CLC food pantry, meet with the CLC Career Services Specialist to create/update their resume, and share what they learned via a short essay or oral presentation. When asked how they have benefitted from the program, students shared that it has helped them feel more confident in their English-speaking skills, that they appreciated feeling part of the community and giving back to their community, and that the scholarships have helped them meet basic needs. One student shared that they struggled to put into words how much volunteering and receiving the scholarship has helped them since they are not able to work.

### **Student Services Business Systems Analyst (Kathy Rodriguez)**

The Business Systems Analysts (BSAs) have advanced several key technology initiatives to improve the student and staff experience. In collaboration with Instructional Services and ITS, admissions and records forms are being transitioned from Adobe e-sign to FormAssembly, integrated with Salesforce. This initiative provides students with a more accessible, user-friendly platform for form submission. Once submitted, forms are automatically routed to the appropriate staff for review and approval, with real-time notifications keeping students informed of their form's progress. This streamlines operations and ensures timely communication throughout the workflow.

In partnership with ITS, the team launched a new “Confirm Real Student” button on the Student 360 View page. This feature enables staff to proactively verify and flag legitimate students, helping to combat fraud across the CCC system. By strengthening fraud prevention, genuine students are less likely to encounter service delays or barriers.

To support Common Course Numbering (CCN) and Cal-GETC requirements, the team implemented updates in both SURF and myEdPlan. Enhancements included modifications to GE pattern fields in SURF, integration of the new Cal-GETC GE pattern into the degree audit system, and recognition of both new and historical course numbers. These improvements strengthen systemwide alignment and ensure more accurate, transparent degree audits for students and advisors.

### **Transfer Center (Lise Flocken)**

The TAG (Transfer Admission Guarantee) application window is closing. MiraCosta’s numbers are strong, with over 300 TAG applications being started already.

The Transfer Center is still finding non-traditional hours are extremely important. On Saturday, September 20, there were 155 students who signed up for services using our linktree system.

### **Testing Services and Academic Proctoring Center (Sinclair Tirona)**

The Academic Proctoring Center (APC) continues to set a high standard for student and faculty experience, distinguishing itself as a model within our region and the state. In fact, several local community colleges in our region (and CSUSM) have consulted with us for guidance and information on establishing or improving their own proctoring services.

The APC has experienced sustained and significant growth across key metrics while maintaining a high level of service and care for our faculty and students. There was a 108 percent increase in individual students served from academic year 2022/23 to 2024/25:

- 2022/23: 1,645 students
- 2023/24: 2,430 students
- 2024/25: 3,426 students

There was a 229 percent increase in total exams proctored from academic year 2022/23 to 2024/25.

- 2022/23: 2,481 exams
- 2023/24: 6,036 exams
- 2024/25: 8,182 exams

There was also a 122 percent increase in faculty usage with online course sections served, from fall 2024 to fall 2025, from 27 sections to 60.

### **Veterans Services (Liz Draper)**

At the end of July, Veterans Services implemented a check-in system to better monitor student usage and interactions within the department. From the date of implementation, the department has had over 1,300 interactions with students, with over 1,000 of those interactions happening since the start of the fall semester. There has been over a 15 percent increase in requests to use GI Bill® benefits from fall 2024 to fall 2025, which aligns with the significant traffic coming through the department. The VA disability claims representatives

have begun their semester visits to campus to work with students, and both Point Loma Nazarene University and University of San Diego representatives are set to make regular visits to campus to answer student questions about transfer.

### **Welcome Center** (Rosa Alvarado)

Collaboration between the Welcome Center, Counseling, and ITS led to the creation of the Student Success Connection via TargetX. This tool provides students with timely access and support after meeting with a counselor. Counselors develop an intake form that alerts advisors to each student's next steps, ensuring students receive the guidance and assistance they need to succeed.

The Welcome Center has successfully launched a landing page on the MiraCosta College website that includes a "Get to Know Your Advisors" section and a general overview of Welcome Center services.

In addition to supporting Admissions and Records, the Financial Aid Office, and Academic Counseling, the Welcome Center is now assisting the Career Center students with appointment scheduling and general inquiries after their office closes.

TargetX Interactions was introduced to all advisors to record student interactions for both tracking and marketing purposes. Advisors enter concise bullet points describing the services provided and outcomes. This helps maintain accurate student records and allows advisors to better assist students who call or return for additional services. The Oceanside Welcome Center has provided 1,702 services to students.