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

MINUTES OF REGULAR BUSINESS MEETING **JANUARY 18, 2024**
(*APPROVED FEBRUARY 15, 2024)*

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, January 18, 2024, in-person in the Boardroom, Room OCT 200, at the Oceanside Campus. President Rick Cassar called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
George McNeil	Jacqueline Simon
	Kenneth Pilco (Student Trustee)

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

III. APPROVE MEETING MINUTES

A. Special/Closed Meeting of December 14, 2023

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the special/closed meeting minutes of December 14, 2023.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

B. Organizational Meeting of December 14, 2023

By motion of Trustee McNeil, seconded by Trustee Clendening, the board approved the organizational meeting minutes of December 14, 2023.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, 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. Foundation Update

Vice President of Institutional Advancement and Executive Director of the Foundation Shannon Stubblefield provided a recap of the accomplishments over the past year of the MiraCosta College's Office of Advancement, specifically the Foundation, as well as a review of the institutional advancement structure. Members of the Institutional Advancement team were introduced, and an overview of the MiraCosta College Foundation Board membership that includes five new additional board members was reviewed.

Stubblefield reminded the board that the Comprehensive Campaign raised $10.6 million as of October 2023. She noted that assets are up, due to an increase in endowments and market conditions. Foundation revenues consist of 69 percent from contributions, and 29 percent from interest income. More than 1,000 students were supported with funds from the Foundation last year, and the Foundation is working to increase this support.

Overall giving in the charitable sector was down nationwide last year, however, giving at MiraCosta continues to be strong. It's noteworthy that national data shows nearly 80 percent of the contributions come from individuals (not corporations).

Stubblefield expressed the number one opportunity is to support students through direct financial support via the Scholarship Funds, the Annual Fund, the Resilience Fund (emergency support), the Title V Endowment matching gift, and the new building naming opportunities.

B. FY2023 Annual District and Measure MM Audit Presentation

Assistant Superintendent/Vice President Tim Flood provided an overview of the FY2023 Annual District Financial and Measure MM Audits, which are required annual audits. A representative of the audit firm of Eide Bailly, LLP (Rick Alonzo) presented the audit report.

All three district areas (financial statement, federal compliance, and state compliance) received unmodified opinions, that is, the district complied, in all material respects, with the compliance requirements for financial audits. The district specifically received clean opinions, with no audit adjustments needed.

It was noted that one finding in Financial Aid, which was not considered material, was made under federal compliance. It was easily fixed, and it did not affect the unmodified opinion, nor did it require an audit adjustment.

For the Measure MM financial statement and performance audit, we received a clean unmodified opinion. It was noted that 78 percent of expenditures were reviewed. There were no issues in expenditures, and the district received all clean opinions.

Tim Flood thanked Katie White and financial managers, MiraCosta staff, and Kitchell staff for all of their work to make this happen.

C. Equal Employment Opportunity (EEO) Plan Update

Assistant Superintendent/Vice President Charlie Ng provided an update on the EEO Plan. He thanked the members of the EEO Advisory Committee. In the past, the EEO Plan was primarily a compliance plan designed to mitigate barriers and discrimination. This new plan really digs into the mission, vision, values, and commitment statement of the college and makes sure we're supporting that as well. Every three years, the district will need to update their strategies in the plan, and each year the district is required to report to the Chancellor's Office about progress on our goals.

Dean of Research, Planning, and Institutional Effectiveness Chris Tarman provided an analysis of the process, including current demographics, workforce analysis, and hiring analysis. Multiple metrics were measured: student proportions, census adult working population in San Diego County, the state, and nationally. Multiple measures were analyzed to determine underrepresentation of the college's current workforce. A hiring analysis to review what our applicant pool demographics look like was also shared. We will continue to gather data and become more comprehensive over time.

Ng reviewed pre-hire, hire, and post-hire strategies, including gathering new data, new onboarding experiences for new employees and enhancing professional development opportunities. An annual review of the analysis will be completed to ensure a focus on strategies.

VII. CONSENT ITEMS

- **A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- **B. Approve Employment Contract for Interim Dean of Counseling and Student Development**
- **C. Ratify Memorandum of Understanding 24-01 between the MiraCosta Community College District and Faculty Assembly**
- **D. Ratify Memorandum of Understanding 24-02 between the MiraCosta Community College District and the Faculty Assembly – TREC**
- **E. Approve Contract with Bay Area Bioscience Education Community**
- **F. Approve Sabbatical Leave Recommendations for FY 2024/25**
- **G. Approve Purchase for Furniture, Fixtures and Equipment for OCN Reno Building 1200 Library**
- **H. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee Merchat, seconded by Trustee McNeil, consent items A-H were approved.

Vote:	6/0/0
Aye:	Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions:	None
Absent:	None

VIII. ACTION

- **A. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2024**

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the

initial proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the contract to commence July 1, 2024.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

B. Ratify MiraCosta Community College District Classified Confidential Employee Manual

By motion of Trustee McNeil, seconded by Trustee Merchat, the board ratified the MiraCosta Community College District Classified Confidential Employee Manual.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

C. Approve Equal Employment Opportunity Plan

By motion of Trustee Clendening, seconded by Trustee McNeil, the board approved The Equal Employment Opportunity Plan.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

D. Adopt Resolution No. 9-23/24: Authorize Extension of AC Martin Partners, Inc. Agreement

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted Resolution No. 9–23/24, to authorize the extension of the AC Martin Partners, Inc. agreement.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

IX. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 7390 – Telework

The board deferred action on Board Policy 7390 until its February 15, 2024, meeting.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

B. Board Policy 7600 – College Police Department

By motion of Trustee McNeil, seconded by Trustee Simon, Board Policy 7600 was adopted.

Vote: 6/0/0
Aye: Cassar, Clendening, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

X. INFORMATION

A. Public Hearing – 4:30 p.m. MiraCosta Community College District Initial Proposal to the MiraCosta Community College Academic Associate Faculty
President Cassar opened the public hearing at 5:10 p.m. and no public comments were received. President Cassar closed the hearing at 5:11 p.m.

B. Report Update of Emergency Declaration and Emergency Actions for Oceanside Main Power Outages
Assistant Superintendent/Vice President Tim Flood reported on the emergency declaration and emergency actions for the Oceanside Campus power outages.

C. Annual District and Bond Measure MM Audit Services for FY2023/24
The annual district and Bond Measure MM audit services for FY2023/24 were provided for information.

D. Sunshine the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2024
The sunshining of the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2024, was provided for information.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Cassar, Clendening, McNeil attended the Martin Luther King prayer breakfast on January 15 at the El Corazon Senior Center, and Trustee Clendening participated in the Martin Luther King Day of Service, in which many MiraCosta staff and students also participated.

Trustees McNeil and Simon attended the Nursing pinning ceremony in December.

Trustees Clendening, McNeil, and Merchat toured the new Kinesiology, Athletics, Health, Nutrition, and Gym complex on the Oceanside Campus.

Trustee McNeil attended a number of women's and men's basketball games, and Trustee Cassar also attended a women's basketball game. Both commented on the beautiful new Gym.

Trustee Simon attended an online associate faculty lunch meeting during Flex Week.

Trustee Merchat continues to attend and support the Cardiff Farmers' Market at the San Elijo Campus on Saturdays. He also read *Educated*, which he enjoyed and recommended.

Trustee Pedroza read *From the Seats to the Streets*, a book that was provided at the Foundation celebration that she attended in December. She thanked college employees for their support of our Transitions Program students.

Trustee Cassar shared that he attended a celebration of life for associate faculty member Sam Shooshtray.

B. Students

Student Trustee Kenneth Pilco welcomed students to the new semester and reported he attended the Student Assembly. Pilco is working on a resolution for student workers and organizing a student trustee caucus.

C. Classified Employees

Immediate Past Classified Senate (CS) President Carl Banks reported today's Cultivating Human Connections event, with the theme of "managing change," was a success. Omar Jimenez will be resuming the CS presidency as of March 1. At that time, Banks will transition to the role of CS vice president.

D. Faculty

Academic Senate (AS) President Leila Safaralian was unable to attend the board meeting, however, Sunny Cooke read a written report on her behalf. She thanked Aaron Roberts and Debby Adler for their work on Flex week. She expressed appreciation for those who helped her plan a successful and engaging Cultivating Human Connections event, and she wished everyone a productive spring semester.

E. Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported FTES is up more than 10 percent and headcount up 12 percent over last spring. Noncredit enrollment is up significantly, near pre-pandemic levels. Fraudulent enrollments are being monitored, and Pescarmona acknowledged faculty for their efforts to ensure students enrolled in their classes are not fraudulently enrolled.
The local general education pattern is changing to include Ethnic Studies. The transition to CALGETC is underway and will be effective as of fall 2025. This has involved an immense amount of work, however, we're on track with all deadlines.

2. Student Services

Assistant Superintendent/Vice President Wojcik reported Student Services departments are working hard to serve the increase in student enrollments. She thanked division staff for their extra hard work, and she congratulated the International Office for its recent achievement as the top producer of the Gilman Scholarship for study abroad programs.

3. Administrative Services

Assistant Superintendent/Vice President Flood provided a written report and an in-depth overview of the projects completed over the entire winter break inclusive of the closure dates. He thanked staff for the immense amount of work they completed during this time.

4. Human Resources

Assistant Superintendent/Vice President Ng thanked HR and Payroll teams for the extra work involved with wrapping up the end of the year. Labor Relations Director of Labor and Employee Relations Hayley Schwartzkopf accepted a position as the Associate Vice Chancellor of Civil Rights Programs and Services with the CSU System and will be leaving MiraCosta.

F. Superintendent/President

Superintendent/President Cooke reported a lot of roles across the college, especially in Student Services, are being filled with interim employees. This

impacts all departments/divisions, including HR for all of the recruitment efforts. She thanked staff for their efforts.

Cooke reported MiraCosta College has been reaccredited by the Accreditation Commission for seven years without any recommendations for improvement, which is a notable achievement. Special commendation was given for all of MiraCosta's collective efforts in promoting inclusion and equity, which aligns with the college's mission.

A ribbon-cutting ceremony for the Kinesiology, Athletics, Health, Nutrition, and Gym complex will occur on February 12 at 10 a.m.

MiraCosta College is celebrating its 90th birthday this year, making it the eldest of the SDICCCA colleges!

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

Trustees Pedroza and Cassar acknowledged the collaborative work at the college and the culture the college has created.

XIII. ADJOURNMENT

The meeting adjourned at 5:56 p.m.

MINUTES APPROVAL:

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