



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

### **MINUTES OF REGULAR MEETING**

**NOVEMBER 20, 2025**  
**(APPROVED DECEMBER 18, 2025)**

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

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, November 20, 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

Jackie Simon

Federico Caion Demaestri (student trustee)

Board members absent:

Anna Pedroza

Administrators present:

Assistant Superintendent/Vice President Elba Gomez

Assistant Superintendent/Vice President Denée Pescarmona

Assistant Superintendent/Vice President Hayley Schwartzkopf

#### **III. ACKNOWLEDGEMENT OF BROWN ACT VIOLATION AND CURE**

Trustee Cassar addressed a Brown Act compliance concern from the October 16, 2025, meeting. During that meeting, an informational report on the Superintendent/President Search Update was presented; however, portions of the discussion exceeded what the Brown Act allows for informational items and could be interpreted as deliberation or direction on matters not properly agendized.

To cure and correct any potential violation, the Board acknowledged the issue and affirmed its commitment to cease, desist, and not repeat such actions. No action was taken on the item. The Board reaffirmed its commitment to transparency and compliance with the Brown Act and will ensure that all future deliberations occur only after proper notice. Board Policy 2715 and the Code of Ethics/Standards of Practice are the guiding framework for addressing any intentional violations.

#### **IV. APPROVE MEETING MINUTES**

##### **A. Board Workshop of October 9, 2025**

By motion of Trustee Simon, seconded by Trustee Clendening, the board approved the minutes of the board workshop of October 9, 2025.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

##### **B. Special Meeting/Closed Session of October 16, 2025**

By motion of Trustee Merchat, seconded by Trustee Clendening, the board approved the minutes of the special meeting/closed session of October 16, 2025.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

##### **C. Regular Business Meeting of October 16, 2025**

By motion of Trustee Conklin, seconded by Trustee Merchat, the board approved the minutes of the regular business meeting of October 16, 2025.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

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

Several Sustainability Club members, their advisor, and a community member shared their efforts to eliminate single-use plastics and advocated for stronger environmental action at the community college level. They urged the Board to consider eliminating single-use plastics on campus, monitoring sustainability practices, investing in education, and providing infrastructure and resources to support an effective transition. The group requested that an item be added to a future agenda to address the elimination of single-use plastics.

A student spoke about his former role as a writing consultant for the college and expressed concern about recent policy changes that have affected his student employment in the Learning Resource Center as a result of dropping courses.

#### **VI. CHANGES IN AGENDA ORDER**

None.

#### **VII. PRESENTATIONS**

##### **A. Dual Enrollment**

Dean Zhenya Lindstrom provided an update on program access and success data, goals, partnership updates, and recent developments around Dual Enrollment for 2024/25. MiraCosta College has partnered with Oceanside Unified, Carlsbad Unified, and San Dieguito Union High School Districts through College and Career Access Pathways (CCAP) and Non-CCAP agreements to offer dual enrollment opportunities. These programs allow high school students to earn both college and high school credit, supporting their academic and career pathways.

Lindstrom cited MiraCosta's Data Dashboard and reviewed the CCAP Program with Oceanside Unified School District (OUSD) data that boasted an overall success rate of 85.6 percent. Additionally, a significant shift in concurrent enrollment with exponential growth is being seen at MiraCosta, as well as throughout the state.

In partnership with Oceanside High School, the college launched a 4-year dual enrollment cohort in fall 2025, with 21 students pursuing both a high school diploma and an Associate of Science in Biomanufacturing. The Internship Program with OUSD has grown, with 33 students participating this year after starting with 16 students the first year in 2024.

Lindstrom shared about partnerships at multiple recent national and statewide conferences. New partnership requests were shared with the board, including San Marcos Unified, interested in a horticulture pathway starting in fall 2026, and Coastal Academy High School in Oceanside, interested in exploring a CCAP partnership.

Enhancements to the program continue, using TargetX/Salesforce customer relations manager (CRM) to streamline the registration and onboarding process for high school students, and also revamping the website for smarter navigation.

#### **B. Student Success and Equity Metrics**

In support of MiraCosta College's commitment to improving student success and equity outcomes, the Board regularly receives reports on academic quality and tracks measures aligned with the Guided Pathways framework and ACCJC standards. Dean Chris Tarman, Research, Planning, and Institutional Effectiveness, presented the most recent metrics, trends, and analyses from leading and lagging indicators for the College's first-time-in-college cohorts using the Guided Pathways Dashboard.

It was noted that students who did not complete units they had enrolled in for fall are far less likely to persist to the spring semester. There are also situations where a student is mostly a fulltime student at a different college, but they may take one class at MiraCosta to round out their schedule. Although it may appear that these students are not persisting at MiraCosta, some of them never had any intention of attending MiraCosta as their main college.

There are notable positive upward trends in nearly all of the leading indicators with record highs on several of the metrics. For example, the college's implementation of Academic and Career Pathway Success Teams in fall 2020 has led to a surge in comprehensive student education plan (CSEP) completion: 47 percent of first-time students now complete their CSEPs in their first year, marking a rise of over 12 percentage points (and the highest rate since 2015).

### **VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Legal Services**
- C. Ratify Memorandum of Understanding 25-10 with the Faculty Assembly (Honors/Work Experience/Internship Studies)**
- D. Approve Schools Excess Liability Fund (SELF) Assessment payment due to AB 218**
- E. Approve Curriculum for 2026-2027 Catalog Part I**
- F. Approve Purchase for FF&E for Equipment for Communication Hub, Equity Village and Student Center project (3000 Series Buildings)**

- G. Ratify Purchase of Adobe Enterprise Term License Agreement (ETLA)**
- H. Approve Agreements Related to National Science Foundation (NSF) Advanced Technical Education (ATE) Grants**
- I. Ratify Correction to 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**
- J. Adopt Resolution No. 6-25/26: Authorize Contract with Gubener Plastinate GmbH for Procurement of Plastinated Anatomic Specimens**
- K. Adopt Resolution No. 7-25/26: Authorize Contract with Modern Campus for Integrated Software Platform Systems and Related Services**
- L. Adopt Resolution No. 9-25/26 Designate Authorized Agents for Purchase Orders, Bids, and Contracts**
- M. Approve Award of Special Services Agreement to TeamCivX – edit**
- N. Approve Purchase for Audio-Visual Equipment for Communication Hub, Equity Village and Student Center project (3000 Series Buildings)**
- O. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee Clendening, seconded by Trustee Crosbie, consent items were approved.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

## **IX. ACTION ITEMS**

### **A. Establish Date and Time of Annual Organizational Board Meeting Establish Date and Time of Annual Organizational Board Meeting**

By motion of Trustee Clendening, seconded by Trustee Conklin, the board established the date and time the annual organizational board meeting to be December 18, 2025, at 4 p.m.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

### **B. Adopt Resolution No. 5-25/26: Appoint Representatives to the Retiree Health Benefits Joint Powers Agency (JPA)**

By motion of Trustee Conklin, seconded by Trustee Simon, the board adopted Resolution No. 5-25/26 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

### **C. Adopt Resolution No. 10-25/26: Dissolve the Irrevocable Trust Investment Board**

By motion of Trustee Clendening, seconded by Trustee Merchat, the board adopted Resolution No. 10-25/26 as presented.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

**X. SECOND READING – BOARD POLICIES (Action Required)**

**A. Board Policy 3725 – Information and Communications Technology Accessibility and Acceptable Use**

By motion of Trustee Crosbie, seconded by Trustee Merchat, the board adopted Board Policy 3725.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

**B. Board Policy 5035 – Withholding of Student Records**

By motion of Trustee Crosbie, seconded by Trustee Conklin, the board adopted Board Policy 5035.

Vote: 6/0/0

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

Abstentions: None

Absent: Pedroza

**XI. FIRST READING – BOARD POLICIES**

**A. Board Policy 4070 – Course Auditing**

Board Policy 4070 has been reestablished with proposed edits, which were reviewed and discussed. The policy, after some clarifying language is added, will be placed on a future agenda for adoption by the board.

**XII. FIRST READING – ANNUAL BOARD MEETING CALENDAR**

**A. 2026 Board of Trustees Meeting Schedule**

The board reviewed the proposed meeting schedule for 2026, and it will be brought back in December for approval.

**XIII. INFORMATION ITEMS**

**A. Report Update of Emergency Declaration and Emergency Actions to Elevator Repair at the Oceanside Campus Building 14 Student Services**

Elba Gomez provided an update regarding the repair of the elevator in Building 14 (Student Services) on the Oceanside Campus. Parts have been ordered and, once they arrive, the contractor will complete the repair.

**B. 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, 2026**

The initial proposal was provided for information.

**C. Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2026**

The initial proposal was provided for information.

**D. First Quarter Fiscal Report (Investment and 311Q)**

The First Quarter Fiscal Report was provided for information.

**E. Annual Financial and Budget Report (311 Annual)**

The Annual Financial and Budget Report was provided for information.

**F. Superintendent/President Search Update**

Trustee Cassar provided an update on the recruitment process. Trustees Cassar, Clendening, and Merchat will serve on the ad hoc committee that will select the search firm for the recruitment process.

**XIV. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

By motion of Trustee Simon, and seconded with a friendly amendment by Trustee Conklin, the board deferred trustee reports until the December 18 board meeting, due to time.

**B. Student Trustee**

Student Trustee Federico Caion Demaestri reported the last ASG meeting included presentations on the updates of Guided Pathways, Know Your Rights, Education Futures Plan, and heard from the Sustainability Club. Updates included improved dissemination of funding request information, resulting in increased submissions from campus groups.

Efforts are underway to update bylaws and propose constitutional changes for the May election. Several members plan to attend the Student Senate's Advocacy Academy December 5-7. With finals approaching in early December, the group also noted upcoming social activities, including a happy hour hosted by Inter-Club Council

**C. Classified Employees**

Classified Senate (CS) President Carl Banks was not in attendance; no report given.

**D. Faculty**

Academic Senate (AS) President Curry Mitchell shared recent faculty conversations that highlighted several key topics. A workshop on student conduct, led by Erica Duran, featured specialists addressing mental health and behavioral issues. Another well-attended event, jointly hosted by the Faculty Assembly and Academic Senate, focused on new guidelines for the flexible calendar program and preparations for the 16-week calendar, including discussion of potential winter intersession offerings. Academic freedom and intellectual property were also explored.

At the ASCCC Fall Plenary, MiraCosta faculty engaged in statewide discussions on technology and pedagogy, emerging AI, equity, leadership, and curriculum changes aimed at improving transfer and workforce pathways. Faculty noted the complexity of implementing these legislative changes.

As the semester approaches finals, transfer deadlines, and Thanksgiving, faculty have observed renewed student engagement, both from returning students seeking transfer support and current students experiencing breakthroughs in their coursework.

**E. Assistant Superintendents/Vice Presidents**

**1. Instructional Services**

Spring enrollment is showing strong growth, with open enrollment underway and priority groups, including high school students, already registered. Headcount is up approximately 16.5 percent, and FTES has increased nearly 10 percent compared to the same point last spring. The college continues to monitor

fraudulent enrollment and is seeing positive results from new technology designed to mitigate this issue.

The Title V grant is concluding with a highlight event, an entrepreneurship initiative focused on career exploration and development. Through this program, advisors from the Small Business Development Center guided about 10 students in developing and pitching small business plans. Judges included the Business Department Chair and the SBDC Director, and the winning student received scholarship funds to launch their business. This initiative provided valuable free business coaching and hands-on experience.

The college invites the community to upcoming arts events, including dance performances and concerts, showcasing student talent as the semester concludes.

## **2. Student Services**

Assistant Superintendent/Vice President Wojcik was not in attendance.

## **3. Administrative Services**

Assistant Superintendent/Vice President Gomez reported the college is finalizing the Request for Proposals (RFP) for a new food service contractor. In response to ASG's concerns about single-use plastics, discussions have begun with CulinArt to explore interim measures to reduce plastic use until a long-term solution is implemented.

## **4. Human Resources**

Assistant Superintendent/Vice President Schwartzkopf welcomed Caitlin Frank, Director of Title IX and Inclusive Practices.

The October wellness challenge concluded successfully, and the next event, focused on financial wellness for employees, is scheduled for December 3.

The first phase of full-time faculty positions for the upcoming hiring season has been released, and mandatory training for all hiring committee participants is scheduled for January 30.

Additionally, employees are reminded that December is a short payroll month, so all time and related entries must be submitted promptly to ensure early processing.

## **F. Superintendent/President**

Superintendent/President Cooke was attending a conference and unable to attend the board meeting. In her absence, Assistant Superintendent/Vice President Pescarmona encouraged the community and MiraCostans to attend upcoming arts events, including dance performances and concerts, showcasing student talent.

The Aspen Institute named MiraCosta College among 200 institutions eligible to compete for the \$1 million [Aspen Prize for Community College Excellence](#), based on strong student outcomes in retention, completion, transfer, and bachelor's degree attainment.

The San Diego County Taxpayers Association awarded the District an A+ rating in its Annual School Bond Transparency Scorecard, reflecting best practices in fiscal accountability, reporting, and oversight.

Looking ahead, MiraCosta will participate in the Encinitas Holiday Parade on December 6, celebrating community engagement and college spirit.

**XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

Trustee Crosbie would like to add to a future agenda item to televise board meetings and also keep recordings for one year.

**XVI. ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

**MINUTES APPROVAL:**

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Rick Cassar  
President

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Hayley Schwartzkopf  
Assistant Superintendent/Vice President