



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

**MINUTES OF REGULAR MEETING**

**OCTOBER 20, 2022**  
*(Approved November 17, 2022)*

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, October 20, 2022, in-person in Conference Room 1131 at the San Elijo Campus. President Anna Pedroza 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
William Fischer	Jacqueline Simon
George McNeil	Inayah Abdulmateen (Student Trustee)

Administrators present:

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 Meeting of August 26, 2022**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the special meeting minutes of August 26, 2022.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**B. Special Meeting/Closed Session of September 8, 2022**

By motion of Trustee Simon, seconded by Trustee Clendening, the board approved the special meeting/closed session minutes of September 8, 2022.

Vote: 7/0/0  
Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**C. Board Workshop of September 8, 2022**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the board workshop minutes of September 8, 2022.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

**D. Regular Meeting of September 15, 2022**

By motion of Trustee Fischer, seconded by Trustee McNeil, the board approved the regular meeting minutes of September 15, 2022.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, 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. All African Diaspora Education Summit**

Dean of Counseling and Student Development Dr. Wendy Stewart provided an overview of the recent travel with Superintendent/President Dr. Sunny Cooke, Counseling Department Chair Don Love and four students (Shann Davis, Isaac Dixon, Ebony Hunt, and Hayat Sherif) to the All African Diaspora Education Summit in Ghana. The team represented the college and connected with other institutions across the diaspora including students and staff at the University Cape Coast, learned about African-centered education and strategies towards Black student success, and engaged in several impactful cultural experiences that inform the history and experience of Black or African Americans.

The trip is in line with the district's institutional goals, particularly Goal I and Goal III. A brief video was shared, and the students shared with the board a first-hand account of their experience and the impact it has had on their lives.

**B. 2022-2025 Student Equity Plan Presentation**

Dean of Counseling and Student Development Dr. Wendy Stewart and Program Manager Kristina Londy provided an overview of the 2022-2025 Student Equity Plan. The board of trustees were provided with a first read of the plan, and approval will be requested at the board's November 17, 2022, regular meeting.

Multiple data sets and metrics were reviewed, some from the Chancellor's Office, and some locally. Disproportionately impacted populations were identified as Black or African American, males, Hispanic or Latino, Native Hawaiian or other Pacific Islanders, and adult learners (age 25+). With the goal of closing equity gaps. Several action steps were identified. Equity Champions will further this equity work.

### **C. Accreditation Update on Standards**

Dean of Research, Planning, and Institutional Effectiveness Chris provided an update on the development of the Institutional Self-Evaluation Report (ISER) and a summary of key areas for improvement that were identified through the process. Accreditation is an important quality assurance process, and the peer review process is more about improvement and innovation than it had been in the past.

The ISER also includes two quality focus areas (QFEs) in areas that the college has determined need continued attention and emphasis. These include a QFE on meaningful student learning outcomes assessment so that emphasis is placed upon this important aspect of monitoring student learning and equity impacts. Streamlining this work and tying it more closely to program and core competencies will be important. The second QFE is focused on instructional effectiveness in areas connected to guided pathways indicators and an intentional enrollment plan which is being developed.

The accreditation timeline was reviewed, including the upcoming request for approval of the ISER in November 2022, an ACCJC team evaluation review in spring 2023, and a focused site visit in September 2023.

## **VII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Ratify MiraCosta Community College District Academic Administrators Working Conditions Manual**
- C. Ratify Memorandum of Understanding 22-04 with the Faculty Assembly**
- D. Approve Employment Contracts for Professional Experts**
- E. Approve Health-and-Welfare Benefits Program for the 2023 Benefit Year**
- F. Approve Reorganization of the Facilities Department**
- G. Approve Contract for Employment for Interim Chief Inclusion, Diversity, Equity, and Accessibility Officer**
- H. Approve Classification of New Position, Job Description, and Salary for Grant Activity Director**
- I. Approve Release Time for Classified Staff Recognition**
- J. Approve Study Abroad Association Services Agreement and Costa Rica Summer 2023 Program**
- K. Ratify Approval of Guaranteed Maximum Price (GMP) and Execution of Change Order to the Design Build Contract for Oceanside New Arts Media Building Project Memorializing Same**
- L. Ratify Approval of Guaranteed Maximum Price (GMP) and Execution of Change Order to the Design Build Contract for Oceanside Chemistry and Biotechnology Building Project Memorializing Same**
- M. Notice of Completion - Bid #MM-20-020 SAN B400 Science Labs Renovation Project**
- N. Notice of Completion - Bid #MM-20-020 SAN B900 Student Center Renovation Project**
- O. Award of Contract for Bid #C03-23 Building OC 2100 Fine Arts Mechanical Improvements**
- P. Authorize Extensions to Terms of Architectural and Engineering Services, Geotechnical Engineering Services, and Civil Engineering and Related Services Master Services Agreements; Approve Resolution No. 04-22/23**
- Q. Approve Parchment LLC Services Agreement**

- R. **Approve George Brown College Partnership Agreement for Distance Education Certificate Programs**
- S. **Approve Purchase for Network Switch Replacement Upgrade Project**
- T. **Approve Kitchell Agreement for Non-Bond related Program and Construction Management Services**
- U. **Adopt Resolution No. 5-22/23: Intent to Adopt Grant of Easement to SDG&E for Installation of Electric Vehicle Charging Facilities on Oceanside Campus**
- V. **Ratify and Approve Contracts and Purchase Orders**

Item G was pulled for discussion.

By motion of Trustee Cassar, seconded by Trustee Simon, consent item A-F and H-V were approved.

Vote: 7/0/0  
 Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
 Abstentions: None  
 Absent: None

By motion of Trustee Simon, seconded by Trustee McNeil, consent item G was approved.

Vote: 7/0/0  
 Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
 Abstentions: None  
 Absent: None

## VIII. ACTION

- A. **Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee Senior Citizens' Organization, At-Large Community Member and Student Representatives**

By motion of Trustee Clendening, seconded by Trustee Simon, the board appointed the MiraCosta Community College District Independent Citizens' Bond Oversight Committee Senior Citizens' Organization, At-Large Community Member and Student Representatives

Vote: 7/0/0  
 Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
 Abstentions: None  
 Absent: None

## IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

- A. **Board Policy 2210 – Vacancies on the Board**

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 2210 was adopted.

Vote: 7/0/0  
 Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
 Abstentions: None  
 Absent: None

- B. **Board Policy 2715 – Code of Ethics – Standards of Practice**

By motion of Trustee Fischer, seconded by Trustee Cassar, Board Policy 2715 was adopted.

Vote: 7/0/0  
 Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon  
 Abstentions: None

Absent: None

**C. Board Policy 3710 – Securing of Copyright**

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 3710 was adopted.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

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

**A. Board Policy 6300 – Fiscal Management**

By motion of Trustee McNeil, seconded by Trustee Merchat, Board Policy 6300 was adopted.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

**XI. FIRST READING – BOARD POLICIES**

**A. Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility**

**B. Board Policy 3420 – Equal Employment Opportunity**

**C. Board Policy 3505 – Emergency Response Plan**

**D. Board Policy 7100 – Commitment to Diversity in Hiring**

Proposed edits to Board Policies 3400, 3420, 3505, and 7100 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

**XII. INFORMATION**

**A. Irrevocable Trust Investment Board Report and Actuarial**

The Irrevocable Trust Investment Board Report and Actuarial was provided as information to the board.

**B. 2022-2025 Student Equity Plan-First Read**

The 2022-2025 Student Equity Plan was presented to the board as a first read.

**XIII. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

Trustee Pedroza expressed the board's appreciation for classified staff and reiterated the approval of release time to attend the year-end awards celebration on December 9. Trustee Clendening attended the gala event for the Vista Community Clinic, for which she serves on the board. She attended a campus orientation and tour at the CLC, NAACP Blue and Gold event, the LGBTQ event at El Corazon, and an Oceanside Boys and Girls Club event. Additionally, she listened to the Zoom meeting with Gina Garcia on how to become an HSI to better understand and to better serve. Trustee Clendening and Trustee Simon attended the Selena Tribute Concert hosted by EOPS in honor of Hispanic History Month. Trustee Simon also attended the Zoom PTK induction ceremony. Trustees Cassar and Clendening attended the CSUSM report to the community, and Trustees Cassar, Merchat, and McNeil attended the facility liaison meeting. Trustee Cassar also attended the Encinitas City Council debate. Trustees Cassar, Clendening, McNeil, and Merchat attended the Chem/Biotech Building

groundbreaking. Trustee Merchat commended the Facilities staff and the college leadership for managing the college while so many building projects are happening simultaneously. Trustee McNeil attended a dedication of a park for former Mayor Jim Wood, the Relay for Life event, the Latinx Book Fair, a men's soccer game, a women's soccer game, a women's volleyball game, and a men's rugby event, and all were wins for the MiraCosta Spartans. Trustee Pedroza joined Dr. Cooke at a SDICCCA meeting.

## **B. Students**

Student Trustee Inayah Abdulmateen reported that ASG established their mission and goals, a candidate forum with Mike Levin and Brian Maryott was hosted by Student Life and Leadership, and more than 300 students, ASG leaders, and community members attended. Abdulmateen attended a CCLC web-based event to learn about raising campus voices through civic engagement, and the League of Women's Voters shared pros and cons of California initiatives with ASG. The ASG sponsored 17 students to attend a leadership conference hosted by the California Community College Student Affairs Association, and ASG continues their efforts to engage students.

## **C. Classified Employees**

Classified Senate (CS) President Carl Banks reminded board members they are also invited to attend the year-end celebration. A governance orientation was offered to classified professionals, and another session will be held during spring break. Banks and the CS want to reignite the Caring Campus initiative, and they are reimagining what that will look like, while becoming more aligned with the district's mission, vision, and values.

## **D. Faculty**

Academic Senate (AS) President Leila Safaralian reported The Academic Senate for California Community Colleges Area D meeting was held on October 15, where all the resolutions going to the ASCCC fall plenary during November 3-5 were reviewed. The resolutions include an emphasis on student success, open educational resources, zero textbook costs, Guided Pathways, and support for minoritized students. The AS hosted the fifth Friday event and about 160 faculty attended. The event included a student panel and faculty panel, and the work focused on SLOs. Safaralian thanked the Outcomes and Assessment Committee for their support. A Career and Major Fair was held on October 13 on the Oceanside campus, and she thanked Donna Davis and Stacy Mattis for putting this event together. Safaralian has begun sending one article each week about the main goal of teaching and learning at the Academic Senate with the goal of faculty reading the articles to learn more and improve student success.

## **E. Vice Presidents**

### **1. Instructional Services**

Assistant Superintendent/Vice President Pescarmona reported the Title IV Hispanic Serving Institution grant was received, and the Foundation has stepped up to provide a match to some of the funds to benefit students for several years down the road.

Late start classes (majority are online, but also non-credit ESL) started this week and are filled. Students are interested in compressed schedules, access, as well as a superior experience.

### **2. Student Services**

Assistant Superintendent/Vice President Wojcik reported undocumented student week of action is this week, with many different activities and events.

She also reported that 2,100 students received \$1,000 each from our student emergency grant, focusing first on disproportionately impacted students. The funds are exhausted for this semester. Mini-STREAM festivals are being planned for local elementary, middle, and high schools, which will include providing learning kits and activities.

**3. Administrative Services**

Assistant Superintendent/Vice President Flood submitted a written report. He highlighted the Facilities Plan is being updated, which will include Futures thinking. Completed the Emergency Operation Plan. Tremendous work done by the division, many times in collaboration with other divisions.

**4. Human Resources**

Assistant Superintendent/Vice President Ng reported two trainings around cultural competency were released to employees.

**F. Superintendent/President**

Superintendent/President Cooke reported the folks in the trailer village are moving out so the folks from the Library can move into the trailer village, which will keep the construction momentum going. The Transforming Lives booklet was distributed. Cooke highlighted the Latino Book and Family Festival, which included assistance from many departments. She touted the remarkable work that the Foundation, RPIE, and PIO are doing. Former MiraCosta College Professor Rita Soza will be stepping in while Kristen Huyck is on maternity leave, and Ann Kreuger will be supporting the SDICCCA portion of this role.

**XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 6:10 p.m.

**MINUTES APPROVAL:**

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Anna Pedroza  
President

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