



## MINUTES OF REGULAR MEETING

DECEMBER 19, 2024  
(APPROVED JANUARY 23, 2025)

### I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, November 21, 2024, in the Boardroom on the Oceanside Campus. President Cassar called the meeting to order at 4 p.m.

President Cassar reported the MiraCosta Community College District Governing Board held a closed session on November 21, 2024, to discuss the dismissal of a classified

The Governing Board, by a vote of 6-0-1 took action to dismiss the classified employee from employment at the district (Trustee Pedroza abstained).

### II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Heather Conklin	Anna Pedroza
Ann Crosbie	Jackie Simon
Rahime Demirci (Student Trustee)	

Board Members absent:

Raye Clendening

Administrators present:

Superintendent/President Cooke  
Assistant Superintendent/Vice President Tim Flood  
Assistant Superintendent/Vice President Denée Pescarmona  
Assistant Superintendent/Vice President Alketa Wojcik  
Assistant Superintendent/Vice President Charlie Ng

### III. BOARD ORGANIZATIONAL ACTION

#### A. Administer Oath of Office to Board Members

Dr. Cooke administered the oath of office to re-elected Trustees Conklin, Merchat, and Simon, and newly elected Trustee Crosbie.

#### B. Election of Officers

##### 1. President

By motion of Trustee Simon, seconded by Trustee Merchat, Rick Cassar was elected as president of the board of trustees for 2025.

Vote: 5/0/1

Aye: Conklin, Crosbie, Merchat, Pedroza, Simon

Abstentions: Cassar

Absent: Clendening

**2. Vice President**

By motion of Trustee Simon, seconded by Trustee Pedroza

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

None.

**VI. CHANGES IN AGENDA ORDER**

Item IX.A was pulled from the agenda.

Minor change on page 47.

**VII. PRESENTATIONS**

**A. Foundation Overview and FY2024 Accomplishments**

Vice President of Institutional Advancement Shannon Stubblefield provided an overview of the Office of Advancement, stating the primary goal is to engage the community in support of the college. Shannon presented the financial trajectory of the Miracosta College Foundation over the past five years, highlighting a 29 percent growth in assets due to market returns and increased giving to endowment campaigns. She noted that 60 percent of the foundation's revenue comes from individual charitable contributions. Shannon also discussed the impact of the foundation's support, with over \$3.2 million spent on direct student support and campus programs in the last fiscal year. She emphasized the Foundation's role in providing financial aid and scholarships to students, particularly those from low-income backgrounds. The Board expressed its appreciation for the Foundation's work and its impact on students' lives.

**B. Facilities Update**

Assistant Superintendent/Vice President of Administrative Services Tim Flood, Director of Facilities Tom Macias, and Kitchell Project Manager Ed Dajani provided a detailed

Tom Macias discussed the progress at the Community Learning Center and the San Elijo campus, highlighting completed projects and ongoing solar projects. Ed Dajani presented progress at the Oceanside campus, noting completed projects, ongoing construction, and future plans. The team also highlighted various awards and accolades received for their work. The vast majority of Measure MM funds are being spent on local (regional) firms which as the intent so that the community could benefit from the facilities investments. Trustee Pedroza expressed appreciation for the district's efficient use of time during breaks to maximize project completion.

**VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Employment Contract for Professional Expert Christine Timbol Larson**
- C. Approve Employment Contract for Professional Expert Tasi Rodriguez**
- D. Authorize Execution of Academic Administrator Employment Contract Dr. Lauren Halsted**
- E. Approve Classification of New Position and Job Description for Program Manager, Dual Enrollment**
- F. Approve New Professional Expert Position, Description of Duties, and Salary Placement for Program Advisor III, and Approve Revised Description of Duties for Program Advisor I and II**
- G. Approve Updated Course Agreement with Carlsbad Unified School District for the Spring 2025 Dual Enrollment Program**

H.



Secured more than \$3.6 million in Apprenticeship and Pre-apprenticeship grant funds

Secured more than \$1.3 million in Zero Textbook Cost grants funds, with almost 35 percent of sections currently being offered as zero cost to students

"Careers and Convo" and Title V grant events like "Latinx Hour on the Lawn" and "Bienvenida Familiar." These initiatives reflect our commitment to serving our community, with enthusiasm for continuing this meaningful work in 2025.

She expressed her pride in the daily work to serve the community and looks forward to continuing our good work in 2025.

## **2. Student Services**

Assistant Superintendent/Vice President Alketa Wojcik has included a written report in the board packet. She invited all to the Kwanza celebration offered by IDEA and Umoja after the board meeting.

## **3. Administrative Services**

Assistant Superintendent/Vice President Tim Flood wished everyone happy holidays.

## **4. Human Resources**

Assistance Superintendent/Vice President Charlie Ng acknowledged the Payroll Department for managing the increased workload during the holiday season. He also recognized the operation team in Human Resources for their efforts in preparing for the upcoming year.

## **F. Superintendent/President**

Dr. Cooke recognized Knox Williams who recently passed away. He was a great connector and advocate for the Foundation and a truly remarkable man. She thanked the Vice Presidents for their work while she was on sabbatical, and the advancement team and Melanie Haynie for their support. Julie is doing well and recovering slowly but steady. She spoke of how grateful she is for Kristen and PIO Office for their help in communicating with all newly elected officials and those who were re-elected to school boards, city councils, and county, state, and federal posts. Kristen will do a presentation at the January board meeting on state and local elections and provide an overview of state and federal advocacy points. Cr. Cooke thanked all faculty, staff, and administrators for their commitment to our students and urged all employees to rest and rejuvenate over the holidays.

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

None.

## **XIV. ADJOURNMENT**

The meeting adjourned at 6:03 p.m.

## **MINUTES APPROVAL:**

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Rick Cassar  
President

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