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AGENDA

- I. Call to Order
- II. Remote Member Attendance
Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*
- III. Roll Call
- IV. Persons Wishing to Address the Senate
Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Academic Senate. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and the public as outlined in Board Policy 2355.
- V. Changes to Agenda Order
- VI. Consent Calendar
 - A. Approve Minutes of the Regular Meeting of November 17, 2023
 - B. Equivalencies
Description: *Approved two equivalencies; one for English and one for Mathematics Basic Skills: Noncredit.*
- VII. Reports
 - A. Academic Senate President – *Safaralian*
 - B. College Superintendent/President – *Cooke*
 - C. Classified Senate – *Schneider*
 - D. Associated Student Government – *Hutchinson*
- VIII. New Business
 - A. Academic Senate Faculty Awards – ASCCC Hayward Award – *Julius*
Description: *The Academic Senate for California Community Colleges (ASCCC) has called for nominations for the 2023-24 [Hayward Award](#), which "honors community college full-time and part-time faculty who demonstrate the highest level of commitment to their students, college, and profession." With submission deadline of Sunday December 10, AS is being asked to suspend the rules on this first read and approve the Awards Committee recommendations of the nominations of Katrina Tamura (Associate Faculty) and Eric Bishop (Full-Time Faculty) for the Hayward Award.*
- IX. Information / Discussion
 - A. BP 6250 and BP 6300 Clarifications – *Flood* [Time certain 9:30am]
Description: *Clarification of changes to BP 6250 and information regarding prior approval of BP 6300 in relationship to the district reserve policy and the Board's past approval.*
 - B. Exploring Dual Enrollment Faculty Perspectives – *Dumais, Firouzian, Lazootin, Marovich, Niemann, Ramirez, Walker-Pinneo, Welch-Scalco* [Time certain 10:00am]
Description: *The Academic Senate is having thematic months throughout the year. For the month of December, we are focusing on Dual Enrollment. MiraCosta Dual Enrollment faculty will address their motivations for joining, years of teaching experience, and sharing highlights and obstacles encountered in dual enrollment.*

X. Senator Reports

Description: *Academic Senators will have the opportunity to make brief announcements and updates.*

XI. Adjournment

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's opening meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate (AS) meetings will be held in person with a Zoom link available. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Academic Senate in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's website at <https://www.miracosta.edu/governance/academic-senate/index.html>. Such writings will also be available at the Senate meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at dadler@miracosta.edu.

Audio recordings of AS meetings are available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at dadler@miracosta.edu.



UNOFFICIAL MINUTES

I. Call to Order

curry mitchell asked all to observe a moment of silence for all lives lost in Israel and Palestine and all other regions of the world.

Academic Senate President-Elect, curry mitchell, respectfully acknowledged that MiraCosta is on the traditional territory of the Luiseño/Payómkawichum people. Today, the meeting place of MiraCosta College and its surrounding areas is still home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/Payómkawichum people. It is also important to acknowledge that this land remains the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders both present and past, the respected keepers of history, culture, wisdom and knowledge.

The meeting was called to order at **9:03am**.

II. Remote Member Attendance

Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*

No members requested remote participation under the Just Cause provision of AB2449.

III. Roll Call

Members present: Angela Beltran-Aguilar, Robin Allyn, Shawn Firouzian, Julie Graboi, Rachel Hastings, Don Love, curry mitchell (President-Elect), Candy Owens, Brian Page, Hossein Ravanbaksh, Nate Scharf, Alexis Tucker-Sade

Members absent: Sunny Cooke (ex-officio), Jim Julius, Leila Safaralian (President), Krista Warren

Members via Zoom (no vote): Erica Duran

Others present: Adrean Askerneese, Thao Ha, Jeff Ihara, Doris Lu-Anderson Gail Meinhold, Donny Munshower, Annie Ngo, Cory Ornelas, Denée Pescarmona, Lori Schneider

III. Persons Wishing to Address the Senate

Erica Duran announced that on Friday, December 15th, from 10am to 1pm, The CLC is having another independent Life Skills Social winter celebration. This is for their adult students with disabilities, their families, friends, allies, aides and is open to the public.

Alexis Tucker-Sade gave a shout out to Eric Robertson and Tony Burman for their great work at San Elijo. This week at the scheduling event, they were with students, singing songs, and made a schedule of every course offered on ground at SAN. To Becky Kessab for all the hard work and to thank them all.

Candy Owens mentioned that Yessenia Balcazar at EOPS sent out an email regarding the holiday angels. Sometimes, these are the only gifts the kids receive. She encouraged all to pick up a holiday angel from EOPS in building 3000 or donate money which is used to purchase gifts for children for the holidays.

IV. Changes to Agenda Order – None.

V. Consent Calendar

A. Approve Minutes of the Regular Meeting of November 3, 2023

B. Equivalencies – Jeff Ihara

Description: *Approve one equivalency for Communication Studies and one equivalency for Earth Science.*

C. Approval of Applications of Coursework/Activities Toward Advancement on the Salary Schedule – Donny Munshower

Description: *Nine (9) faculty members, both full-time and associate, have submitted 13 applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule, based on their continued professional development. The Salary Advancement Committee (SAC) has reviewed the applications and they now come to Academic Senate for approval.*

Item A. Approve Minutes of the Regular Meeting of November 3, 2023, was pulled from the consent calendar for discussion.

It was noted that last year Academic Senate did work regarding equivalencies and salary advancement concerning respect and privacy of our faculty. The college's legal team was consulted, and it was decided to put salary advancement applications under consent.

Consent calendar items B. and C. were approved by unanimous consent.

MSP (Owens / Beltran-Aguilar) [Graboi abstained] to approve the Minutes of the Regular Meeting of November 3, 2023 as revised to indicated Rachel Hastings was present at the meeting.

Graboi noted that she abstained from approving the minutes of 10/20 at the last meeting because of the substitution of wording made in those meeting minutes without having had the chance to read the changes prior to the meeting. She did not feel comfortable approving them. She asked if Senate is in violation of the Brown Act by voting on the changes to the minutes when the changes were not posted 72 hours prior to the meeting. mitchell asked if there are changes Graboi would like to see made in the November 3rd minutes. She wanted to know how to resolve the issue further indicated she would like to see this process changed also noting that in the Board meeting last night, it was the first time they saw the policies on Budget Management. In her point of view, Graboi feels there is a misrepresentation in terms of what AS voted on at the November 3rd meeting. mitchell suggested that because there are no issues with the minutes of 11/03, she can agendize the issue at a future meeting or speak during the time for persons wishing to address the Senate.

VI. Reports

A. Academic Senate President

Academic Senate President-elect, curry mitchell, reported on behalf of AS President, Leila Safaralian. mitchell and Safaralian extend thanks to everyone who worked tirelessly the last few weeks, days and nights to address the multiple power outages, as well as faculty who had to pivot and scramble to support students. Safaralian is currently at the ASCCC Fall Plenary Conference along with Jim Julius and Krista Warren which started on 11/16 and goes through tomorrow. The structure of the conference is to have discussions around topics and area groups will meet to discuss issues and work towards resolutions which will be voted on tomorrow. mitchell is attending the conference virtually. Dual enrollment is a hot topic and a focus across a few different discussions responding to legislation. This afternoon, there will be a conversation session with the Chancellor.

This week is hunger and homeless awareness week. Devin Boone sent out an email noting that one of the events happening today is the screening of Peer Kids, a documentary that explores the lives of black, queer, and trans youth who are experiencing homelessness. It will take place today at noon, 2pm and 3:30pm in 3601, the Little Theater.

The spring semester schedule is live. Registration is booming. Acknowledge that our counselors are working hard to get students their classes. As students are registering, faculty should consider posting book costs status on Surf to help in decision making and any other way you can to reach out to students.

B. College Superintendent/President

Vice President of Instruction, Denée Pescarmona, reported on behalf of Superintendent/President, Sunny Cooke. At last night's Board meeting, Kenneth Pilco expressed his sincere gratitude to faculty for ensuring students could continue learning during power outages. It was noted that Dr. Cooke sent out a notification today to departments with regard to where we were going to fund down on the full-time hiring list. They will fund the three categoricals and down to number 8 on the full-time faculty hiring that Senate sent forward. Notifications to the departments and Deans in those areas has gone out and so we can move quickly to start the recruitment process.

When asked to share what happened concerning the power outage, mitchell explained that the college is dealing with old infrastructure that failed. There is a main loop that goes around campus with many connections. When the first outage occurred, they discovered clear failures and replaced lines and it was tested. With the second outage, things failed that were not expected and so they pulled extra wire and conducted extra testing to make sure this would not happen again. Pescarmona added that the line is 30 years old with a power loop and noted that after the first replacement, powering up everything caused the second failure. At the next all district webinar on 11/30, Tim Flood will explain this more clearly. There is currently more testing going on.

C. Classified Senate

Interim Vice President of Classified Senate, Lori Schneider, reported on behalf of Ingrid Phillips. She announced the collaboration between AS and CS for the Cultivating Human Connection event on January 17th. She encouraged everyone to sign up and noted that the event will take place in the Oceanside dining hall from 8:30 to 11am and breakfast will be served. CS will conduct their General Meeting on Tuesday, 11/21. She noted that two CS senators stepped down and will need to be replaced. Today is the last day to nominate a classified employee for classified employee of the semester.

D. Associated Student Government

AS President-elect, curry mitchell, reported on behalf of ASG representative, Mikala Hutchinson. ASG has had the pleasure of supporting various events on all campuses including three Dia De Los Muertos events on all campuses, three student trustee hours in which their Student Trustee speaks with students on campus and reports back what is heard, various events supporting Hunger and Homelessness Awareness Week, and supporting our Transition Scholars at their Book Launch Event. It was noted that the power outages have affected a couple of planned events and meetings but ASG is excited to be back in the rhythm of things now that the issues has been resolved.

VII. Old Business

A. Sabbatical Leave Reports – Gail Meinhold

Description: *Five (5) sabbatical leave reports come to Academic Senate for a second read and approval for returning faculty members Elizabeth Clarke, Claudia Flores, Arlie Langager, Kristi Reyes and Alexis Tucker Sade. Sabbatical leave reports are reviewed to meet the following standards: (a) Comprehensive, professional quality reports that clearly communicate and document the purpose, objectives, activities, and achievements of the sabbatical leave, (b) alignment of applications and reports, (c) adequate documentation, (c) minimum number of hours met, and writing reflects standard of profession. Sabbatical leave reports are forwarded to the President/Superintendent for approval.*

MSU (Fiouzian / Owens) to approve Sabbatical Leave Reports for Elizabeth Clarke, Claudia Flores, Arlie Langager, Kristi Reyes, and Alexis Tucker Sade, as presented.

B. Sabbatical Leave Applications for AY 2024-2025 – Gail Meinhold

Description: *Based on the Faculty Assembly contract, the number of sabbaticals is 8% of the full-time faculty in an academic year. A total of sixteen (16) sabbatical leave applications were submitted to the Sabbatical Leave Committee for the 2024-2025 academic year. They come to Academic Senate for a second read and approval for the following faculty members: Megan Allison, Kristine Arquero, Leah Cluff, Christy Coobatis, Steven Deineh, Arti Dua, Kelly Hagen, Rachel Hastings, Wendy Horton, Robert Kelley, Casey McFarland, Pedro Morgado, Lemee Nakamura, Michael Paulding, Violeta Sanchez, and Chad Tsuyuki. Sabbatical leave applications will be forwarded to the President/Superintendent and the Board of Trustees for final approval.*

MSU (Beltran-Aguilar / Page) to approve sixteen (16) Sabbatical Leave Applications for academic year 2024-2025 for Megan Allison, Kristine Arquero, Leah Cluff, Christy Coobatis, Steven Deineh, Arti Dua, Kelly Hagen, Rachel Hastings, Wendy Horton, Robert Kelley, Casey McFarland, Pedro Morgado, Lemee Nakamura, Michael Paulding, Violeta Sanchez, and Chad Tsuyuki, as presented.

VIII. Information / Discussion

A. Guided Pathways Discussion – Adrean Askerneese, Thao Ha

Description: *The Academic Senate is having thematic months throughout the year. For the month of November, we are focusing on Guided Pathways. Dr. Thao Ha and Dr. Adrean Askerneese, the faculty leaders of Guided Pathways, will join us once again to continue dialogue and answer questions with AS.*

mitchell thanked Askerneese and Ha and acknowledged and thanked Safaralian who started this as an opportunity for real conversations to happen in a decision-making space. Faculty will have had different experiences with and different opinions about. This is an opportunity to hear each other and have a rich conversation that is respectful and equitable. We won't be able to solve all the problems in the next 30 or 40 minutes so we should allow ourselves to choose to hold space for what is unresolved. As Senate, we have the opportunity to identify one or two things to take action on. We have three lenses that we bring to these discussions. The questions we want to keep in mind as we listen to each other is how are redesigned efforts affecting classroom practices, how are redesign efforts affecting program completion, and what communities have formed already that model the kind of redesign structural change that we value, and which ones have not yet formed? Our instructional faculty liaisons have also joined in Zoom. Askerneese and Ha noted they are here to listen and take note of what Academic Senate has to share and will bring back what is shared to work on what they are doing in in their GP leadership roles.

A lengthy discussion began among Academic Senate members. The full audio/video of the discussion can be found at this [LINK](#).

B. Calendar Taskforce Update – curry mitchell

Description: *The Calendar Taskforce is completing the knowledge building phase of its charge and is preparing to create models of calendar prototypes to share with the district for further feedback. A [website](#) has been created and townhall meetings are being planned to maintain transparency and increase opportunities for collaboration. Further information and details about the taskforce's work will be presented.*

The MCC Calendar Project website was shared. A quick update was given about the process of the knowledge building phase. The taskforce is starting a conversation about what calendar prototypes they want to build. The next step is to engage the district in a town hall discussion which will take place on November 30th from 3-4pm in Zoom and will take place after the all-district webinar. The first part of the town hall will be conversation driven and they plan to structure the conversation around FAQs and following regulations which go through ed code. Next, will be a discussion about the results of the recent values and impact survey. They received a lot of good data from how we ranked values and how we ranked potential impacts from changes we can make. That will guide the model calendars. The town hall will also be open for comments and questions and will end with sharing the process for building the heuristic prototypes. If there are questions about the prototypes, the taskforce can offer some clarity or participants can help think about something that hasn't been thought of yet. The taskforce was thanked for being so transparent about the process.

IX. Senator Reports

Robin Allyn passed out fliers announcing an event in conjunction with Guided Pathways. It is for Media Arts and Technologies Students & Professional Networking event – Coffee and Convos to take place on November 29th from 11am to 1pm in OC3400, Aztlan A&B. Eight professionals will be available for students to ask questions.

Brian Page discussed how the power outage was disruptive to students but found that using asynchronous recordings he had made during Covid were helpful as a supplemental review tool.

Angela Beltran-Aguilar shared the eligibility requirements for MESA students. Noted that MESA stands for Math Engineering Science Achievement. It is a grant that has specific requirements. Students need to be first generation college students. Parents or guardians cannot have a BA from another country. The student must have an intent to transfer to a four-year institution and need to be declared in a calculus-based math, i.e., MATH150, engineering, or science field. They cannot have any previous BA in any field and must demonstrate financial need such as qualifying for a Pell Grant, Cal Grant, California Dream Act, or some other ones. If you have students you think might be good candidates, send them their way. Students can email MESA at mesa@miracosta.edu. A flyer is coming soon with more information.

XI. Adjournment – The meeting adjourned at 11:01am.

The Hayward Award for “Excellence in Education” Application

Each response is limited to 200 words per prompt (including supplemental support or evidence)

<p>A. Please describe your commitment to serving and empowering students from diverse backgrounds and experiences.</p>	<p>This is my mission in life as an educator: Create theatre that looks like all our students! Part of my 2020 sabbatical research was to explore ways to increase inclusion and diversity in casting, production and play selection. What originally started as a way to increase diversity and improve inclusion policies within the Theatre program evolved into a deeper understanding of the roots of racism, white privilege, institutional racism and the core tenants of anti-racism across a broader spectrum. I developed a plan called the Theatre Department’s Mission Vision Statement Anti-Racism Policy to increase inclusion and diversity in casting, production and play selection. The plan was adopted and implemented in May, 2021. This statement was influenced by the “We See You White American Theatre” omnibus declaration and was used as a model for the Writing Center’s Anti-Racism policy.</p> <p>I also authored course curriculum, “Introduction to Black Theatre,” that expands the scope of theatre studies beyond its white, colonial foundational roots to be more inclusive of the Black experience in America in playwriting, performance, style, design, criticism, and history. It also supports the development of new curriculum mentioned in the Black Lives Matters AS resolution.</p>
<p>B. Please list campus, professional, and/or student activities in which you have actively participated.</p>	<p>In the last five years, I have served as Department Chair (twice), as a member of the EOPS; Diversity, Equity and Cultural Competency Committee (DEqCC); The President’s Alliance on Diversity, Equity, and Inclusion; the Campus Assessment, Response and Evaluation Team (CARE); and MiraCosta College Student Conduct/Police Advisory Committee. I participated in an NCHCA collaboration to produce a play called “Every 28 Hours” which focuses on the disproportionate number of African-Americans are killed annually by vigilantes, security guards and police.</p> <p>The Kennedy Center American College Theater Festival is a student centered experience intended to celebrate all aspects of college theatre and honor our diverse student communities. As Chair of Region 8, I coordinated with the Kennedy Center nationally and orchestrated efforts regionally with this 40-person board to produce the annual regional festival where approximately 1100-1300 participants from 50-60 colleges/universities attend.</p> <p>In my 2020-2022 term, I diversified the Board by appointing 14 educators of color, achieving a 32% increase in diversity to better reflect our communities in terms of representation and to share power. Additionally, I initiated training on micro-aggressions awareness and established a diverse student advisory committee.</p>

<p>C. Explain your commitment to education and currency in your discipline.</p>	<p>As Regional Chair of KCACTF (2020-2022), it provided me an excellent spectrum to gauge strong transfer destinations and ascertain where my students are in the grand scheme of their training.</p> <p>Completed a Spring 2020 sabbatical for field currency:</p> <ul style="list-style-type: none"> • Expanded acting theory expertise via National Michael Chekhov Association training, integrating cutting-edge techniques. • Enhanced understanding of national trends in educational theatre, organizing KCACTF festival for transfer insights. • Proposed and implemented a plan for inclusive casting, production, and play selection in dedicated research efforts. <p>The Mission Vision Statement I wrote calls for at least one play by a person of color to boost role representation in MiraCosta's Theatre season. Since 2020, I have chosen and directed multiple plays written by playwrights of color including “14” and “Flint” by Jose Casas, “Native Gardens” by Karen Zacarias, and “Anonymous” by Naomi Iizuka. On all of these productions, I brought onboard a cultural consultant to lend an accurate cultural perspective and to offer credibility to the students of color working on these productions.</p> <p>My wife and I annually offer a \$500 scholarship called RISE (Representation, Inclusion and Student Equity) to a student of color studying theatre.</p>
<p>D. Describe your commitment to the mission of California community colleges and commitment to open access.</p>	<p>The California Community College Mission Statement states "put students first" and "make sure students from all backgrounds succeed in reaching their goals and improving their families and communities, eliminating achievement gaps once and for all."</p> <p>I've learned to take the time to listen those who have been under-represented. BIPOC students deserve to be heard and racist ideas have traditionally come from institutional or governmental policies to keep the white ruling class in power. To create more meaningful access to our undocumented students and communities, the next play I will be directing is called Anon(ymous), a play about the plight of undocumented immigrants and refugees.</p> <p>I've established partnerships with programs such as UPRISE and Undocumented/Mixed Status Ally Program to raise awareness of the challenges that face undocumented people, foster allyships, inspire advocacy, and promote active involvement with students from under-represented communities. Community college students are at such a critical juncture in their development and often need to be encouraged, culturally affirmed and personal guidance to launch themselves successfully into a higher strata.</p>

E. Describe your community, state and/or national activities that represent the profession.

As Regional Chair for the Kennedy Center American College Theater Festival (KCACTF) from 2020 to 2022, I engaged in exchanges at various universities nationwide, spanning locations such as Wyoming, Georgia, Texas, and Minnesota. Annually, I attended the KCACTF National Festival at the Kennedy Center in April. The aspect I find most invigorating in my national travels is the opportunity to be inspired by fresh ideas and approaches.

During my time at the Kennedy Center, I discovered the KCACTF/LORT ASPIRE Leadership Fellows Program. This program is designed to nurture a new generation of leaders in American Theatre, particularly focusing on involving BIPOC students. Witnessing students from marginalized communities collaborate with industry leaders like Kurt Columbus (Trinity Rep) and Kelvin Dinkins Jr (Yale) to shape the future of American Theatre was a powerful experience. They worked on crafting mission statements, selecting site locations, and deciding on the types of playwrights they wanted to produce. The meeting left me feeling greatly inspired and optimistic about the future of American Theatre being in capable hands.

Please describe your commitment to serving and empowering students from diverse backgrounds and experiences

One way this commitment is evidenced is by my work for the last six years as the editor and committee coordinator for [Expressions](#), a platform for celebrating and highlighting the work of MiraCosta Continuing Education students. I advocate for inclusion, visibility, and empowerment of students of a variety of ages, cultures, ethnicities, languages, abilities, and learning differences.

This project creates opportunities for students to build valuable skills that include and support each program's learning goals and develop valuable practical and academic skills such as sending emails, responding to and uploading documents, images, and multimedia files into an online entry form, and gaining familiarity with or seeking assistance from resources and supports offered at the Community Learning Center.

To ensure that students have the opportunity to share the perspectives and experiences represented in their submissions of art, short stories, poems, photography, and multimedia projects, I spend countless hours reading, viewing, and arranging the submissions in ways that allow the greatest possible number of voices and perspectives to be acknowledged and appreciated.

By leading this committee and working on the project every step of the way with careful thought to inclusion and skills development, I have demonstrated my commitment to serving and empowering students.

Please list campus, professional, and/or student activities in which you have actively participated

I have coordinated and hosted multiple campus, professional, and student activities over my 18-year career as an ESL teacher. Listed below are two such events.

- **[Expressions Celebration](#)**

I coordinate and host the yearly culminating event for the Expressions publication at MiraCosta's Community Learning Center. Continuing Education students are celebrated and given the opportunity to talk about their work and share their stories and perspectives. Artwork and multimedia submissions are displayed. This event was held online during the pandemic and provided students with much-needed community interaction. [This year](#), this event memorialized the life and work of a beloved CLC figure who passed away and gave students and faculty an opportunity to express themselves and celebrate his contributions.

- **[Digital Story Telling Workshop](#)**

In coordination with my MiraCosta community of practice, I used [my previous](#) training and experience to develop and host a digital storytelling workshop. This workshop gave

Katrina Tamura
Hayward Award Nomination

teachers the training needed to assist students in creating digital stories. I coordinated and hosted the culminating [Digital Storytelling Festival](#), which celebrated and acknowledged student achievement.

Explain your commitment to education and currency in your discipline

I believe I can better serve my students when I am prepared and current in my skills. I am continually seeking opportunities for training and sharing with my community of practice. I frequently attend and present at conferences and symposiums given by organizations such as CATESOL, OTAN, CAEP, AEBG TAP, and Active Learning Leaders. As the Coordinator of the CATESOL Online Teaching Interest Group for the past two years, I have provided professional development for teachers across California. Last year, I served as Program Co-Chair for the [CATESOL statewide annual conference](#). In addition to the multiple conferences and workshops, I have completed the following trainings to maintain currency:

- Online Teaching and Design Certificate
- P.O.E.T Palomar Online Teaching Certification
- N.O.T.E Non-Credit Online Teaching Excellence
- MiraCosta Distance Education Training
- Palomar Hyflex Teaching
- APIDA Ally Training

Describe your commitment to the mission of California community colleges and commitment to open access

As an ESL teacher with 18 years of dedication to serving California Community Colleges' students, I believe in creating an inclusive, accessible, supportive, goals-based, and student-centered experience for our students through which they may develop the skills and access to resources they need to reach their goals. This includes a dedication to onboarding and humanizing my courses. In addition, I create activities that foster a community where diverse perspectives are valued.

To provide free and accessible materials and design accessible courses, I gained certification in Online Teaching and Design and developed three online courses for my department at one California Community College during the pandemic. In addition, I joined the CATESOL Material Writers Interest Group to further my materials development skills.

I am dedicated to addressing disparities, ensuring all students have the support for full participation, and contributing to an inclusive educational experience.

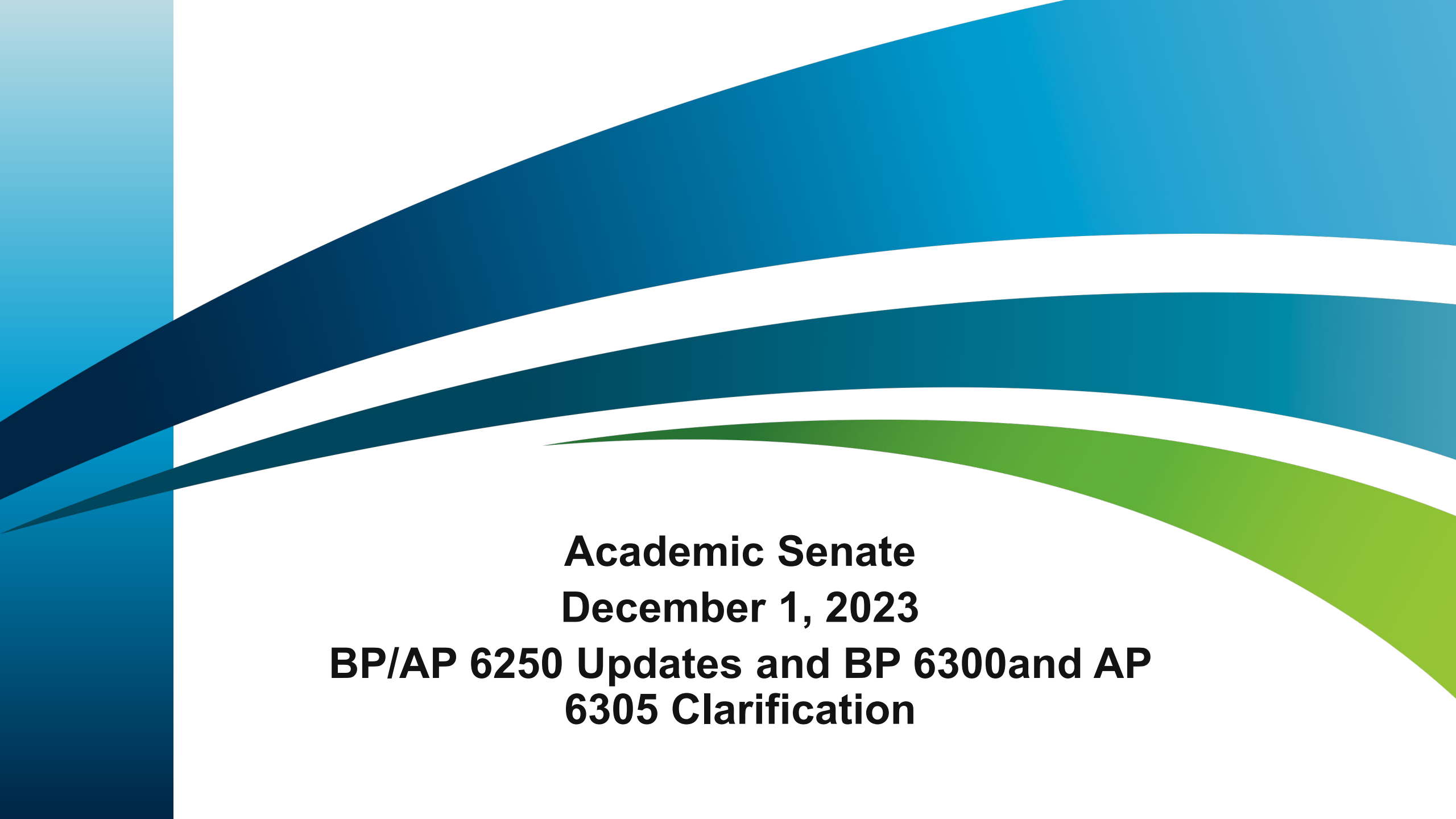
Katrina Tamura
Hayward Award Nomination

Describe your community, state, and/or national activities that represent the profession

As the Coordinator of the CATESOL [Online Teaching Interest Group](#), presenter at CATESOL conferences, and CATESOL Statewide Conference Program Co-chair, I have been actively representing and responding to the needs of ESL and Adult Education statewide, coordinating and providing professional development for teachers across California.

Throughout my career, I've taken on leadership roles, organizing and coordinating events that bring together professionals in the field. My experience extends to presenting at various conferences, including [AEBG TAP](#), OTAN Symposium, and CATESOL, and recently, an AB-1705 committee meeting where I've had the opportunity to share my knowledge and insights. During the pandemic, I presented tools for online teachers, and in October of this year, I collaborated with colleagues to present on the areas of online teaching best practices, hybrid lesson planning, and AI integration.

These activities reflect my commitment to staying informed and offering valuable perspectives to my fellow educators. Overall, my involvement, leadership roles, and diverse presentations characterize me as an active and dedicated representative within the ESL, community college, and adult education teaching community.



**Academic Senate
December 1, 2023
BP/AP 6250 Updates and BP 6300 and AP
6305 Clarification**

BP6250 RECOMMENDED CHANGES

Change recommended by CCLC and chancellor's office reserve guideline changes

Second Paragraph:

“The district’s unrestricted general reserves shall be no less than ~~five~~ ~~seventeen~~ percent of annual expenditures, ~~consistent to align~~ with the minimum ~~five percent~~ reserve recommended by the state chancellor’s office guideline. Further information regarding the district’s reserves is detailed in Administrative Procedures 6305.”

Fourth Paragraph:

“Approval by the board of trustees is required for changes between major expenditure classifications. Transfers from general reserves to any expenditure classification must be approved by a two-thirds vote of the members of the board. Transfers between expenditure classifications must be approved by a majority vote of the members of the board. Board approval of transfers between major expenditure classifications (Major Object Classifications 10, 20, 30, 40, 50, 60, 70, and 80) may be on a ratification basis. ~~The board may adopt an annual resolution to be filled with the San Diego County Superintendent of Schools, permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district’s records by authority given under Education Code § 70902.”~~

No longer applicable after district went fiscally independent.



2ND PARAGRAPH CHANGES NEEDED TO ALIGN WITH PRIOR APPROVED RESERVE LANGUAGE

BP 6300: Fiscal Management – “The district shall maintain a minimum reserve for economic uncertainties equal to two (2) months of total unrestricted general fund operating expenditures (17 percent). See Administrative Procedure 6305, Reserves.”

Reviewed by BPC on 09/02/22 (Routes to VP-AS)

Approved by College Council on August 18, 2022

Unanimous Board Approval after 2 reads on 10/20/22

AP 6305: Reserves – “The district shall have as a high budget priority the appropriation in the final budget of an uncommitted reserve in the unrestricted general fund. The Board of Trustees recognizes the need for cash-flow management and the necessity of considering financial uncertainties in the development of the district budget. To this end, the district shall maintain a minimum reserve equal to two months of total unrestricted general fund operating expenditures (17 percent).”

Approved by BPC on 09/16/22

Approved by College Council on 10/06/22



CHANGES ALIGN WITH RESERVE LANGUAGE AT OTHER DISTRICTS

- **CCLC Recommendation:** “The Government Finance Officers Association and the California Community Colleges Chancellor’s Office recommended that unrestricted reserves comprise a minimum of two months of expenditures.” *BP 6250*
- **Grossmont-Cuyamaca:** “The District shall maintain an Unrestricted General Fund reserve at the level recommended by both the California Community Colleges Chancellor’s Office and the Government Finance Officers Association of two months of total operating expenditures.” *BP 6250*
- **Imperial Valley:** “The District’s unrestricted general reserves shall be no less than 16%.” *BP 6250*
- **Palomar:** “The District’s unrestricted general reserves shall be no less than 16.67% which is a prudent reserve as defined by the California Community College Chancellor’s Office.” *BP 6250*
- **SDCCD:** “The District’s unrestricted general reserves shall be endeavor to be no less than the District’s annual proposed general fund unrestricted operating expenditures of 16.67% as recommended by the Government Finance Officers Association and the California Community College Chancellor’s Office.” *BP 6250*
- **Southwestern:** “The District shall maintain a budgeted unrestricted general fund reserve of 16% of annual unrestricted general fund budgeted expenditures to provide for economic uncertainties. Expenditures from this reserve require the approval of the Governing Board. The policy shall be reviewed annually.” *BP 6210*



CHANGES SATISFY COVID-19 EMERGENCY CONDITIONS ALLOWANCE REQUIREMENTS

New reserve balance policy was a requirement to be eligible for the 22-23 COVID-19 Emergency Conditions Allowance which protected the district's FTES during unprecedented enrollment declines due to the COVID-19 Pandemic.

6. The district's Board of Trustees adopts a policy aiming to align reserve balances to recommendations included in the Government Finance Officers Association Budgeting Best Practices by no later than February 28, 2023. This policy should be provided to the Chancellor's Office along with the *Emergency Conditions Recovery Plan* mid-year update. Additional information on fiscal resiliency and reserve balance recommendations can be found in memo FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations.

Approved by the Board of Trustees on August 18, 2022

Approved by the Chancellor's Office on October 14, 2022



CHANGES ALIGN WITH GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA's mission is to advance excellence in public finance.

GFOA Fund Balance Recommendation:

"GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

<https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>



CHANGES MEET CHANCELLOR'S OFFICE UPDATED RESERVE RECOMMENDATIONS

Fiscal Forward Portfolio and Budget Architecture and Development Recommendations Memo Form the Chancellor's Office

Budget Architecture and Development Recommendations

“The Chancellor’s Office recommends that districts adopt policies and practices consistent with the Budgeting Best Practices published by the Government Finance Officers Association (GFOA). Foremost among these best practices is consideration of financial reserves. As demonstrated by recent challenges facing our system brought on by the global pandemic, a sufficient unrestricted reserves balance is critical to a district’s ability to operate effectively and maintain fiscal resiliency. The Chancellor’s Office recommends that districts adopt formal policies to maintain sufficient unrestricted reserve.”

Link:

<https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Fiscal-Memos/Fiscal-Memos/2022/fs-22-03-fiscal-forward-portfolio-and-budget-architecture-and-development-recommendations-a11y.pdf?la=en&hash=1DE02E9F058FB2EEF770C902DFF4AD4480A6ADAE>



CHANGES WILL MEET 2023 BUDGET AND ACCOUNTING MANUAL (BAM) REQUIREMENTS WHICH ARE CURRENTLY IN DRAFT FORM

7900 Appropriation for Contingencies (for budgetary purposes only)

“This activity is an appropriation classification only; no expenditures shall be recorded within this activity.

This activity is used to record that portion of the current fiscal year’s appropriation, not designated for any specific purpose, and held available for transfer to specific appropriations as needed during the fiscal year. Per the Government Finance Officers Association (GFOA) fund balance guidelines, at a minimum, districts should maintain an unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating expenditures.”

Page 25 of the Draft CCCCO 2023 BAM



AP6250 RECOMMENDED CHANGES

Fourth Paragraph:

“Approval by the board of trustees is required for changes between major expenditure classifications. Transfers from general reserves to any expenditure classification must be approved by a two-thirds vote of the members of the board. Transfers between expenditure classifications must be approved by a majority vote of the members of the board. Board approval of transfers between major expenditure classifications (Major Object Classifications 10, 20, 30, 40, 50, 60, 70, and 80) may be on a ratification basis. ~~The board may adopt an annual resolution to be filled with the San Diego County Superintendent of Schools, permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district’s records by authority given under Education Code § 70902.”~~

Not applicable after district went fiscally independent

Title V

§ 58307. “The total amount budgeted as the proposed expenditure of the district for each major classification of district expenditures listed in the district budget forms prescribed by the board shall be the maximum amount which may be expended for that classification of expenditures for the school year. Transfers may be made from the reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the board of trustees of a district. A resolution providing for the transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the governing board; **a resolution providing for the transfer between expenditure classifications must be approved by a majority of the members of the governing board.**”



OLD RESOLUTION WE WOULD FILE WITH COUNTY PRIOR TO FISCAL INDEPENDENCE

_____ SCHOOL DISTRICT

RESOLUTION NO. _____

Resolution authorizing the transfer of _____)
20XX-XX district budgetary funds between _____)
expenditure classifications after June 30, 20XX)

WHEREAS, Education Code §42600(a) provides that the total amount budgeted as the proposed expenditure of the school district for each major classification listed in the approved district budget forms prescribed by the Superintendent of Public Instruction shall be the maximum amount that may be expended for that classification for the school year; and

WHEREAS, transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Education, when approved by the County Superintendent of Schools and filed with the County Auditor; and

WHEREAS, Education Code §42601(a) allows for such governing board approved transfers after June 30 as a routine element of the year-end close process as necessary to permit the payment of obligations of the district incurred during that school year.

NOW, THEREFORE, BE IT RESOLVED that the _____ School District Board of Education authorizes the Superintendent or his designee to make necessary changes to the 20XX-XX budget after June 30, 20XX.

PASSED AND ADOPTED this XX day of May 20XX, by the Board of Education of the _____ School District at (CITY), California, San Diego County, by the following vote:

AYES: MEMBERS:
NOES: MEMBERS:
ABSENT: MEMBERS:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, _____, Clerk of the Board of Education of the _____ School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said board at a meeting thereof, by the vote therein stated, which original resolution is on file in the office of said board.

Clerk/Secretary of the Governing Board

CONFIRMATION EMAILS THAT RESOLUTION NO LONGER APPLIES TO MIRACOSTA

From: Rachel Green <rgreen@eidebailly.com>
Sent: Tuesday, October 31, 2023 2:49 PM
To: Timothy Flood <tflood@miracosta.edu>
Subject: [EXTERNAL] Fwd: Fiscal Independence

EXTERNAL EMAIL: This email originated from outside MiraCosta College. Ensure you trust the authenticity of this sender before clicking on any links or attachments.

Tim,

I have received confirmation from the SDCOE that they are not involved in the District's accounting or closing process. The transactions Natalie is referring to below are only for the interest earned on cash in county treasury. Since the County no longer has access to the District's general ledger, it would seem appropriate to remove that language from the BP/AP based on MiraCosta's status as Fiscally Independent.

I hope this helps!

Rachel Green, CPA
Senior Manager
909.466.4410
Rancho Cucamonga, CA

From: Natalie Schuff <natalie.schuff@sdcoe.net>
Sent: Tuesday, October 31, 2023 2:21:49 PM
To: Rachel Green <rgreen@eidebailly.com>; Brent Watson <brwatson@sdcoe.net>
Subject: RE: Fiscal Independence

Hi Rachel,

Yes, that's correct. We don't have any colleges on PeopleSoft, so we would not have the ability to enter any data into their ledgers. We process cash transfers at the county treasury to distribute monies we receive on behalf of the colleges. That is the extent of our involvement with their financial data.

Thank you,
Natalie

Natalie Schuff
Director, Business Advisory Services
San Diego County Office of Education
Phone: 858-295-6659
Email: Natalie.Schuff@sdcoe.net
Web: www.sdcoe.net

FISCAL INDEPENDENCE TIMELINE WHICH REMOVED THIS REQUIREMENT

MiraCosta Fiscal Independence

- Approved by California Community College's Board of Governors (BOG) on November 13-14, 2018
- BOG initial approval effective date of July 1, 2019
- Accounts Payable, Warrants, Payables separated on January 1, 2020
- Payroll separated on July 1, 2020

All SDICCCA college districts are fiscally independent, none have language referencing resolutions to the Superintendent of Schools in the BP/AP's