



**Salary Advancement Committee Meeting**  
**Monday, October 25, 2021**  
**1:30pm – 3:00pm ~ via Zoom**

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## **AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Teleconferencing for Meetings**  
Description: *Given the passage of AB 361 and the MiraCosta Academic Senate's approval of a resolution (attached) supporting continued online meetings, the Salary Advancement Committee (SAC) will consider approving continuing to hold their meetings online, following the rationale provided in the AS resolution. If the committee does not approve a motion to support teleconferencing for meetings, the remainder of the agenda will be postponed to a future meeting scheduled with in-person attendance for voting members.*
- IV. Persons Wishing to Address the Committee**  
*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 public as outlined in Board Policy 2355.*
- V. Changes to Agenda Order**
- VI. Consent Calendar**
  - A. Approval of the Minutes of the Special Meeting of April 21, 2021**
- VII. Reports**
  - A. Salary Advancement Committee Chair - Munshower**
- VIII. New Business**
  - A. Review and Consideration of Salary Advancement Applications**  
Description: *The Salary Advancement Committee (SAC) will review seven (7) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding the applications to Academic Senate for approval.*
- IX. Adjournment**

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the Coronavirus (COVID-19). Further, the passage of AB 361 allows for the continuance of conducting meetings remotely. Therefore, meetings may continue to be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to the agenda. Therefore, Sabbatical Leave Committee (SLC) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodations, please notify the SLC Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District SLC 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 SLC website at <http://www.miracosta.edu/instruction/slc/index.html>. Such writings will also be available at the SLC 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 SLC Chair, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

**A Resolution of the MiraCosta College Academic Senate:  
Authorizing Teleconferencing for Meetings Pursuant to AB 361 (R. 2-21)**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:
  - (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
  - (A) The legislative body has reconsidered the circumstances of the state of emergency.
  - (B) Any of the following circumstances exist:
    - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

NOW THEREFORE, BE IT RESOLVED that the MiraCosta College Academic Senate finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the MiraCosta College Academic Senate finds that due to the state of emergency, meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised faculty, staff, students, and the public.



## **UNOFFICIAL MINUTES**

- I. **Call to Order** – The meeting was called to order at 2:10pm.
- II. **Roll Call**  
**Members present:** Richard Ma, Donny Munshower (chair), Allison Phinney, Vicky Tam, Lilia Vidal  
**Members absent:** Victoria Noddings
- III. **Persons Wishing to Address the Committee** – None.
- IV. **Changes to the Agenda Order** – None.
- V. **Consent Calendar**

**A. Approval of the Minutes of April 21, 2021**

**B. Changes to Salary Advancement Handbook**

The committee reviewed and discussed the (current) [Salary Advancement Handbook](#) and made appropriate and suggested revisions and/or changes, as necessary.

**MSU (Phinney/Tam)** to pull item B. Changes to Salary Advancement Handbook from the consent calendar for discussion.

**Consent Calendar Item A. Approval of the Minutes of April 21, 2021, was approved by unanimous consent.**

**MSU (Tam/Vidal)** to approve the suggested changes to the Salary Advancement Handbook as revised.

The following changes were reviewed, discussed, and agreed upon by the committee.

- Added APPENDIX F: Salary Classes for Non-CE and Career Technical Education Positions
  - This table was basically a cut and paste from the District/Faculty Assembly Agreement.
- A statement was added at the beginning of the handbook; “Advancement on the Salary Schedule happens only once per year, but the committee will meet twice a year to grant approval for the coursework needed for advancement. The Fall semester deadline for approval is October 1<sup>st</sup>, and the Spring semester deadline for approval is March 1<sup>st</sup>.”
- The deadline dates were added throughout the Handbook and application forms for clarification.
- A statement concerning @ONE coursework was added to the Handbook under heading III. Courses; noting that in order to receive credit for enrolling in @ONE online courses, faculty must also dual-enroll and pay for the course at Fresno Pacific University (FPU).
  - Concern was expressed about specifically mentioning @ONE in the Handbook. It seems to indicate the committee is recommending this for salary advancement. It was suggested to remove @ONE but, instead, send the information in an email.
  - Some agreed that this is a good place to put it, i.e. in the Handbook.
  - It was further suggested to include a statement that says, SAC does not endorse @ONE, but give it as an example and include the @ONE information.
  - Ma feels that by saying we don’t endorse it, does it imply SAC would not accept the coursework. Putting @ONE in the Handbook basically says SAC endorses this, but there are University extensions which are similar, so the idea of putting this statement in an email seems more removed than in the Handbook itself. He recommends putting this in an email with Phinney’s suggested language such as, “for example.”
  - Further suggested language such as, if you do any online training courses and you are able to receive credit via a regionally accredited university, you must go through the steps to pay for those courses so they appear on your transcript.
  - It was agreed the Handbook should be very factual and the committee is leaning towards not having anything about @ONE specifically written in the Handbook but is okay with putting the information in emails.

- Also suggested having a Flex activity prior to these deadlines to address the @ONE issues.
- Could further create an appendix showing an example of an acceptable application filled out appropriately using @ONE courses in the sample.
- Since they do not count for units, it was also agreed to not address @ONE or similar courses as workshops.
- Change the verbiage from @ONE to extension courses. If they register for an extension course, they must dual enroll in the course that is partnered with a regionally accredited university to receive college credit.
- Ma suggested the appendix with the sample application show four types of classes that are not the norm such as some conferences where there is work you have to do and you must pay in order to receive credit with an asterisk (\*) and an explanation as noted earlier.
- It was agreed to modify the courses section so that it does not specify @ONE but include asterisks for more specifications.
- Munshower will make the suggested changes.
- A further statement was also included noting that any coursework listed cannot be funded by MiraCosta College in any way.
  - This note was also added as a checkbox on the application forms to confirm that MCC has not paid for any portion of the courses or training submitted for salary advancement.
  - The reference to @ONE courses will be removed from this statement.
- It was agreed to add a sample application in the emails and depending on the feedback, can add the sample in an appendix in the Handbook when it is discussed again next academic year.
- In the fall, Adler will send the email regarding the fall submission deadline date including a sample application concerning taking @ONE-type coursework.
- The chair will reach out to the committee as to whether a meeting is required depending on applications received.
- SAC will offer a Flex workshop within a week or two after the email is sent by the SAC office. The email will also contain the information about the workshop date and time.

**VI. Adjournment** – The meeting adjourned at 2:42pm.