



Salary Advancement Committee Meeting
Tuesday, November 1, 2022
4:00pm – 5:30pm ~ 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 Meeting of March 10, 2022**
- 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 (9) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule and one (1) Application for Altering an Approved Proposal. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding the applications to Academic Senate for approval.*
 - B. Five-Year Recency/Dissolvement of Recency - *Munshower***
Description: *The committee will discuss requesting an extension of five-year recency/dissolvement of recency concerning enrollment and submission of coursework for advancement on the salary schedule.*
- 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.

**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 10:36am.
- II. **Roll Call**
Members present: Donny Munshower (chair), Victoria Noddings, Allison Phinney, Lilia Vidal
Members absent: Eric Bishop
- III. **Teleconferencing Meetings**
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.
MSU (Phinney/Noddings) to approve teleconferencing meetings according to AB 361.
- IV. **Persons Wishing to Address the Committee – None.**
- V. **Changes to the Agenda Order – None.**
- VI. **Consent Calendar**
 - A. **Approval of the Minutes of October 25, 2021**
The consent calendar was approved by unanimous consent.
- VII. **Reports**
 - A. **Hot Topics**
Description: *The SAC Chair will provide updates including discussion about electronic applications for the Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule, the Application for Altering an Approved Proposal, the third way to obtain approval for classes by hours, i.e. the technical/vocational option, and more.*
SAC Chair, Donny Munshower, reminded the committee that last spring he informed them he wanted to market SAC to the campus community. In fall and spring, he facilitated two presentations about salary advancement. These were appreciated and applications were received from faculty who had attended the workshops. He is also working with on a new AF committee and with AS, for ways to offer information to AF or FT faculty. He will continue to do fall and spring presentations prior to the October 1st and March 1st deadlines and not during Flex weeks so the SAC workshops do not get overshadowed by other offerings during that time. Moving forward, he will invite committee members to join him for the workshops to help offer their perspective.
It was further noted that for vocational technology courses or training as one of the options to submit, the handbook is not very clear that a transcript needs to be present to have hours put into units in order to receive credit for the course. When asking Carolyn Sneary for more information about how to transfer a certificate to units, she noted that per Title V, a transcript needs to be present. Munshower would like to make some changes to the handbook to reflect this and would include it at the top of section III. Courses. He will send changes to the committee at a later time for input.
Another issue that was unclear was as to when coursework must be completed. Vidal noted that as long as the faculty member completes the coursework prior to the deadline for when the transcript is due to HR, i.e. September 5th, and they submit their letter of intent by May 15th, they can complete the course at any time. The eligibility date to advance is July 1st of the following academic year in which they submit their application. This can be added to the handbook. Munshower would also like to bold on the application where it says the courses need to be completed within five years of completion. This was a policy implemented by AS many years ago. It was also noted that if faculty have received a second masters degree and/or completed their PhD, they do not need to go through SA, but instead, may go directly to HR and submit their transcripts with completed degree

to advance on the salary schedule. If, however, they are in the process of a degree and the coursework can advance them prior to them getting their degree, they can submit their coursework through the SAC process in order to advance on the salary schedule. If they have their first master's and they do need to submit only for salary advancement. Faculty should check with HR for their step before applying via the SA application process.

It was agreed that there is not a need for SAC to meet more than once per semester. It was noted that Debby Adler is working on an online form submission process and will work to finalize it. The online form and changes to the handbook will be sent to the committee via email for input.

VIII. New Business

A. Review and Consideration of Salary Advancement Applications

Description: *The SAC will review and discuss thirteen (13) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule and two (2) Applications for Altering an Approved Proposal. The committee will establish timelines and deadlines for any revisions and forwarding applications to Academic Senate for approval.*

Thirteen (13) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule were discussed.

BROWN, Darilyn: Coursework approved.

GARCIA, Cyndy: Coursework approved.

HAYEK, Laura: Coursework approved.

HORNER, Amanda: Coursework approved.

MacLEAN, Carolyn: Coursework approved.

MARISCAL, Eduardo: Coursework approved.

McMAHON, Sean: One course submitted, MULT 101, was too old to approve. This is a 4-unit course completed in 2016, more than five years ago and out of compliance with the SA Handbook policies. The other two courses totaling 5 units were approved. The application will go back to HR to be updated for eligibility to advance on the salary schedule.

NIEMANN, Lisa: Option 1, coursework approved.

NIEMANN, Lisa: Option 2, coursework approved.

PRESCOTT, JahB: Coursework approved.

SCHARF, Nate: Coursework approved.

SOTO-GOMEZ, Kathleen: This application was denied. These courses were completed more than five years ago and should have been included by HR when she was hired. The committee recommends reaching out to Carolyn Sneary in HR to see if these courses were considered when she was placed on the salary schedule when she was hired. Soto-Gomez attended this meeting and noted the courses should have been included if they were on her transcript when she was hired. She will reach out the HR to clarify her placement.

WILLIAMS, Edwina: Coursework approved. It was noted Williams is working towards her PhD and these courses can advance her on the salary schedule prior to obtaining her doctorate.

Two (2) Applications for Altering an Approved Proposal were discussed:

McINTOSH, Daniela: Approved alternate coursework as submitted.

PRESCOTT, JahB: Approved alternate coursework as submitted.

MSU (Noddings / Vidal) to approve the Applications for Advancement on the Salary Schedule and Applications for Altering an Approved Proposal as discussed by the committee with exceptions noted in the minutes.

Munshower noted he will present an update of SAC to Academic Senate in April.

IX. Adjournment – The meeting adjourned at 11:27am.