Dear MiraCostans,

We are hope you are doing well and had a wonderful holiday break! As we return from our holiday vacation, we are excited to announce that compliance training is now live in the MIST (MiraCosta Innovative Source for Training) system! Compliance training includes topics like sexual harassment prevention, mandated reporter, office ergonomics, email and messaging safety, etc.

Assigned Compliance Training Information:

As of today, employees in the Classified, Temporary Staff, Administrator, and Associate Faculty employee types have been assigned compliance training in MIST. As with MiraCosta's previous utilization of the SafeColleges system for mandatory compliance, all training is assigned to employees based on their position(s) with MiraCosta College.

> ***Please note for Associate Faculty – Per CBA Article 8.7.d-e***
>
> *Unit members shall be compensated for mandatory training in the semester in which it was completed.*
>
> *Unit members are required to complete mandated trainings in addition to their Flex obligations, as outlined in Article 16 of the CBA. All mandated training is ineligible for compensation as Flex.*
>
> *Please continue to continue to log and track all qualifying flex hours through the MyFlex system.*
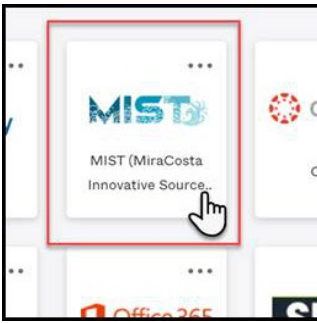
Locating Assigned Trainings in MIST:

Any trainings that have been assigned can be located on the MIST welcome page in the right-hand box title "Required Training" (see example screenshot below).

Please note – Any employees who are still within the completion timeframe and are not due to receive new training-will not have trainings available to them yet in the system (ex. If a training is due yearly, and the employee completed the training less than a year ago, they would not be reassigned until after one year has passed). Trainings will be automatically assigned in MIST once the employee has reached the recurrence time frame. You will receive a training notification to your MiraCosta email if you are scheduled for training.

MIST can be accessed through the Okta single sign-on portal by clicking the MIST tile:

If you have any questions or difficulties completing the trainings, please email MIST@miracosta.edu.

Thank you!

MIST (MiraCosta Innovative Source for Training)