



Join Zoom Meeting: https://miracosta-edu.zoom.us/j/82842450373
Meeting ID: 828 4245 0373
Find your local number: https://miracosta-edu.zoom.us/u/kdT9WSE5OD

AGENDA

We respectfully acknowledge that MiraCosta is on the traditional territory of the Luiseño/ Payómkawichum people. Today, this meeting place and surrounding areas are home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/ Payómkawichum people and remain the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders, present and past: keepers of history, culture, wisdom, and knowledge.

- I. Call to Order
II. Roll Call
III. 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.
IV. Changes to Agenda Order
V. Consent Calendar
A. Approve Minutes of the Regular Meeting of February 20, 2026
VI. Action Item, Second Read (Vote Required)
A senate member may move to add 5 minutes for discussion, approved by a majority vote; other times will be reduced to allow the meeting to end on schedule.
A. AP 7160 Professional Development - Schwartzkopf [Time 9:10; 10 minutes]
Description: New Title 5 regulations and locally proposed changes are prompting updates to professional development procedures. Due to the many stakeholder groups who will be impacted by updates to AP 7160, a two phase approach has been agreed upon: Phase 1 will be limited to Title 5 alignment and editing out-dated, redundant language; Phase 2 will address substantive revisions.
VII. Discussion
A. Diversity, Equity, and Cultural Competency (DEqCC) Report and Goals Discussion - Pastrana [Time 9:25; 20 minutes]
Description: The Diversity, Equity, Cultural Competency Committee will share about their work this semester and the goals they are pursuing. This discussion will strengthen how the Academic Senate coordinates and collaborates with Academic Senate Subcommittees in our shared responsibilities as recommending and

BP 2510: Collegial Governance and Participation in Local Decision Making

The board recognizes the Academic Senate as the body that represents the faculty (fulltime and associate) in collegial governance relating to academic and professional matters.

- 1. Curriculum
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies for student prep. and success
6. Governance structures, as related to faculty roles
7. Accreditation processes, including self-study and annual reports
8. Faculty professional development policies
9. Processes for program review
10. Processes for institutional planning and budget dev.

- +1 • Academic calendar • Prioritization of full-time faculty hiring • Program discontinuance procedures, in alignment with program review • Equivalency procedures • Policies and procedures protecting academic freedom • Recommendation on tenure and professional advancement

The Board or its designees will consult collegially with the Academic Senate on all of the listed academic and professional matters and will rely primarily on the advice and judgment of the Academic Senate.

decision-making committees.

B. Student-centered Scheduling: Shortened Terms, Pedagogy, and Course Design - Lindstrom [**Time 9:45; 40 minutes**]

Description: Senators will share take-aways from the Scheduling Summit and hear about MiraCosta's plans for 8-week course programs and course modalities (in person, asynch, hybrid); in particular, Senators will discuss recommendation for how faculty may plan to develop pedagogy and course design to teach in those offerings.

VIII. Information

A. Updates Facilities Plans and the Faculty Office Derby - mitchell [**Time 10:35; 10 minutes**]

Description: In preparation for faculty to request new office assignments (the Office Derby), information will be shared about facilities plans and recommendations will be made for prioritizing office requests based on building closures and reopening.

B. MiraCosta's Delegate to the ASCCC Spring Plenary - mitchell [**Time 10:45; 5 minutes**]

Description: For her significant senate experience, Senator Krista Warren has been asked to represent MiraCosta College's Academic Senate as Delegate in the ASCCC Resolution and Elections process by participating as a voting member in the AREA D Meeting and 2026 ASCCC Spring Plenary.

IX. Reports (Written, Included Via Links Below)

A. Academic Senate President – mitchell ([access report](#))

B. College Superintendent/President – Cooke ([access report](#))

C. Classified Senate – Streagle ([access report](#))

D. Associate Student Government – Jaimes ([access report](#))

E. Senator Reports – ([access report](#))

To submit a Senator Report, contact the Academic Senate President and share your report in writing before the meeting.

X. Adjournment

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 800-855-7100 for English or 800-855-7200 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 Arielle Locke, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at alocke@miracosta.edu



UNOFFICIAL MINUTES

I. Call to Order

The meeting was called to order at 9:01am. after the reading of the Land Acknowledgement.

II. Roll Call

Members Present: Jim Sullivan (President-elect), Allyn Robin (Coordinating Officer), Leigh Cotnoir, Jeff Murico, Ghada Osman, Alexis Tucker Sade, Afifa Zaman, Kristine Arquero, Katrina Tamura, Julie Graboi, Sarah Gross, Brian Page, Krista Warren.

Members Absent: Sunny Cooke (ex-officio), Sean Davis.

Public: Aaron Roberts, Luke Lara, Wendy Stewart, Emmanuel Price, Adrean Askerneese, Hayley Schwarzkoph, Denee Pescarmona, Dan SanFelice.

III. Persons Wishing to Address the Senate

Luke Lara addressed the Senate by sharing information on the upcoming ASCCC Faculty Institute happening June 2026 [11th-15th] in Long Beach, CA. Senators were encouraged to participate and to invite new faculty colleagues to learn more about governance. Associate and Full-time faculty are eligible to request funding from the professional development program committee through April 30, 2026. More information may be found under [ASCCC.org](https://www.asccc.org) webpage under the Institutes banner. Registration information is anticipated to be up soon with payments usually due April 2026.

Jim Sullivan addressed the Senate by celebrating the board of trustees statement during last night's board meeting acknowledging overpolicing and the impact on local community and direct effects on students. Highlighting that it was an important mark in support of social justice.

IV. Changes to Agenda Order

None

V. Consent Calendar

A. Approve Minutes of the Regular Meeting of February 6, 2026

The minutes were approved by unanimous consent.

VI. Action Item, Second Read (Vote Required) [Time 9:10; 10 minutes]

A. AP 5300 Student Equity

Description: Routed as part of the normal process to review policies and procedures. Edits have applied in response to feedback received during first read discussion.

A motion to approve **[MSU Cotnoir/Tucker Sade]** AP 5300 was adopted.

Discussion: Dr. Stewart let the Senate know that she had great follow-up discussions after their input during the February 6th meeting. She appreciated the attention to call out words that were misrepresentative of people, and appreciates when language is scrutinized to ensure equitable representation is broadly exercised. This is the definition of equity and race consciousness. With regard to the word appropriate in bullet point (2) of the AP, it is now removed despite being listed in the CCLCs policy templates and probably in existence

among many other community colleges in California. She acknowledged that despite reading the AP many times it hadn't been noticed in this way before. Another area that was brought up was to look at historically underrepresented groups and the data set. She clarified that the Chancellor's office provides the office of IDEAA with their data; and gave examples of groups that are not necessarily considered a historical underrepresented group i.e. veterans, noting that there are some differences in the language the Chancellor's office uses, and what Ed Code and Title 5 use, but explained that her office is very race-conscious, and the Chancellor's office requires them to address race consciousness in the college's equity plan. Senators did not have further questions for her and the AP will be forwarded to the next collegial body in the portal for approval.

VII. Action Item, First Read

A. AP 7160 Professional Development **[Time 9:20; 30 minutes]**

Description: New Title 5 regulations and locally proposed changes are prompting updates to professional development procedures. Due to the many stakeholder groups who will be impacted by updates to AP 7160, a two phase approach has been agreed upon: Phase 1 will be limited to Title 5 alignment and editing out-dated, redundant language; Phase 2 will address substantive revisions.

VPHR Schwarzkoph attended the meeting to share updates on AP 7160, explaining that the revisions before the Senate reflected input from stakeholders. The procedure had not been updated since 2010 and required revisions to meet recent Title 5 changes by the March 17 deadline and to align with MiraCosta's reimagining of professional development. The discussion included creating a professional development advisory committee with adequate representation from various employee groups, updating language to align with institutional goals, and expanding the flexible calendar to include all faculty. Senators and *PDP Coordinator, Roberts* noted uncertainty around the advisory committee's role and composition particularly regarding representation from different employee groups, students in particular were highlighted as needing to be included and consulted with. *Schwarzkoph* emphasized that her office sought clarification on whether a new professional learning advisory committee must convene or if the standing PDP committee fulfills the requirement outlined in the Title 5 change. *Roberts* stated that PDP currently meets all of the requirements for the group that is represented in the flexible calendar [ex: Flex workshop schedule, survey conduction, MyFlex reporting system].

Schwarzkoph reviewed the APs edits section by section and providing reasons for why so much of the language was struck where it used to outline professional learning activities for stakeholder groups noting that much of what was listed is already explained in our collective bargaining agreements and employee manuals and now reflects accurate information that has been updated as part of the ongoing revisions to those agreements. One of the changes under the new Title 5 language is that the Professional Development Program – and Flexible Calendar is open to all employee groups, including classified professionals, administrators, and all faculty, including our non-classroom faculty, our counselors and our librarians. This hasn't been negotiated, and it will require a lot of work and change to the collective bargaining agreements. The AP now reflects clarity that the flexible calendar program is just with our instructional faculty however administrators, classified and associate faculty are still strongly encouraged to participate in flexible activities.

mittchell emphasized Title 5 sections to point out that there are two words here that matter: sections 55720 that states what a district "may" opt to do followed by sections 55730 that states what a district "will" do after opting in. He made senators aware that he asked administrators the question "will this advisory committee be telling instructional faculty what should be recommended for this group to do with their flex time?" and it was confirmed that the answer is no. However, faculty do not know what this advisory committee has to do

based on these new Title 5 regulations. He wants all to pay attention to (3) things: the senate's 10+1 purview, the regulations for flexible calendar programs, and MiraCosta's local decisions that structure professional development. No. 8 of the 10+1 gives [faculty purview over professional development](#) policies, whether in a flexible calendar program or not. The flexible calendar gives faculty responsibility to over a number of flex hours they are obligated to meet in lieu of instruction. And lastly MiraCoast has made efforts to develop mission-vision-values through a the steering committee and will make further efforts to structure college wide professional development by hiring an administrator of professional development. These are key areas for which this AP must outline clear procedures. *Schwarzkopf* added that despite what her office finds out about Title 5 advisory committee [composition etc.] there is an opportunity for all stakeholder groups to continue to work collaboratively and this aspect has been clear and transparent in this process. Stating that *"MiraCosta has always had a very collaborative and collegial environment around professional development and the college would like for that to continue."*

Next steps – Academic Senate will review and vote on the revised policy at its next meeting; if needed a TaskForce will be convened to address outstanding concerns and proposed adjustments, only if objections are raised. Add a one-year periodic review of the AP in the footer along with the steering of the document that will trigger a "phase 2" process for more substantive revision of the AP after Title 5 regulations and MiraCosta's efforts towards collective professional development are clarified. It is advised that all retain and reference today's meeting minutes for future discussions and implementation of this policy's updates and committee structure. *Schwarzkopf* will continue to seek clarity from the Chancellor's office regarding Title 5 requirements of the advisory committee structure and update the group as information becomes available.

VIII. Reports

mittchell's report was the only one submitted for the February 20th meeting ([access report](#)). It was not elaborated on due to time constraints.

IX. The meeting adjourned at 10:02am.

The district promotes professional development of all employees through its support for the Flex/Professional Development Program, Career Incentive and Professional Advancement Programs, enrollment in classes, attendance at conferences, and professional memberships. The District supports its employees with professional learning opportunities aligned with its institutional mission, vision, values, commitment statement, and goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.

A Steering Committee composed of classified professionals, faculty, and administrators proposed the following mission, vision, and values statement on professional development for the District.

- **Mission:** MiraCosta College is dedicated to cultivating a learning environment for continual professional growth where every employee has access to the development they seek.
- **Vision:** Our vision is to grow professionally together while recognizing the uniqueness of each employee and constituent group.
- **Values:**
 - We believe equity is at the heart of professional development.
 - We believe that each employee arrives with knowledge, skills, and insights on day one and also has opportunities to grow through exposure to additional learning and experiences.
 - We believe in learning from each other.
 - We believe that partnerships, communities, collaboration, and our own networks of support are sources of professional growth.
 - We believe that each employee has the agency to direct their own professional learning according to their own goals.
 - We believe in all employees having opportunities to grow, thrive, and mature recursively throughout their careers.

The District is committed to supporting the continuous growth and development of employees in a variety of ways, including salary advancement, career incentive, tuition reimbursement, membership dues reimbursement, and professional development funding for conferences, trainings, certifications, and workshops. Details and eligibility for specific programs are outlined in applicable collective bargaining agreements, working conditions manuals, and/or Professional Development handbooks.

Professional Development Program

The mission of the Flex/Professional Development Program is to offer a comprehensive and systematic program of services and activities that will foster development of participants in the areas of staff, student, or instructional improvement professional

learning. Workshop development, reflective of the vision of the faculty, is responsive to the needs of the faculty, administration, ~~staff~~classified professionals, ~~and~~ students and of the community at large.

Goals

The Flex/Professional Development Program at MiraCosta College aims to provide activities and services that enhance professional development of each participant.

An effective Flex/Professional Development Program not only leads to individual professional growth, but also promotes development of the academic community by helping faculty make meaningful connections with colleagues and by encouraging college service. Individual professional development goals, and institutional goals, such as collegiality throughout the college and communication between departments, are best achieved by a flex program characterized by a rich, diverse offering of workshops.

Flexible Calendar

In accordance with the Education Code, the ~~De~~istrict has authorized a flexible calendar to allow for a professional-development program. All regular (tenured) and contract (untenured) instructional faculty and associate faculty assigned to teach classes are required to participate. ~~Administrative staff~~Administrators, classified professionals, and non-classroom full-time and associate faculty are strongly encouraged to participate in scheduled professional development events as their schedules will permit. The flexible calendar and professional development activities are required to be completed within a twelve-month period, July 1 through June 30.

- A. There will be ten flex days each fiscal year to contract for.
- B. Each year faculty members submit a report of completion that describes their professional-development activities.

MiraCosta Community College District

Page 1 of 10

Effective Date: 3/2/10
Reference Update: 4/15
Periodic Review: 3/15/27
References: ACCJC Accreditation Standard III.A.14
Steering: VPHR / AS/CS/Admin.

- C. Any faculty member who fails to complete their full contractual obligation or completes only a portion of the contract is subject to loss of pay. (See Professional Development Program handbook for details.)

Options for group and individual activities and the specific procedures for carrying out ~~the~~ contract obligations are detailed in the Flexible Calendar and Professional Development Program handbook.

~~The superintendent/president shall provide for a~~dequate reassigned time ~~of not less than 40 percent of their load,~~ and a summer stipend, as outlined in the District/Faculty Assembly collective bargaining agreement, will be provided to allow a full-time faculty member to serve as Coordinator for the Professional Development Program. The

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

~~An Academic Senate administrative secretary assistant will have an adequate percentage of their total load assigned to work on the Professional Development Program on a twelve-month contract.~~

~~Duties and responsibilities of the coordinator and Academic Senate administrative secretary assistant are detailed in the Professional Development Program handbook.~~

~~Annually, an evaluation and summary of the Professional Development Program shall be conducted and presented to the Academic Senate Council.~~

~~The Professional Development Program Coordinator shall recommend to the superintendent/president in-service training programs designed to improve the performance or maintain current levels of expertise of faculty members.~~

~~In accordance with Title 5, section 55730, the District will share records upon request of the Chancellor's Office that show effective use of resources during designated flexible calendar days, which will be ensured by surveying professional learning needs every three years, planning and maintaining records of professional learning activities and events, and evaluating the effectiveness of the program annually in order to update plans. The District will also appoint an advisory committee composed primarily of faculty, with adequate representation of classified professionals, administrators, and other interested persons. The purpose of the committee will be to make recommendations about districtwide professional development to the Superintendent / President.~~

Formatted: No bullets or numbering

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Career Incentive Program for Classified Employees

Program Overview

~~The Career Incentive Program is an award program through which classified employees can be compensated for voluntarily enhancing their value to the district.~~

~~Under the Career Incentive Program, effective July 1, 2004, full time permanent classified employees were granted a monthly salary increase of \$100 upon verification of satisfactory completion of nine (9) units of approved coursework/activities within each five-year period. Employees who work less than full time receive a proportional increase based on the ratio of their employment to 40 hours. (For example: if an employee works 20 hours per week, they receive an increase of \$50 per month [50 percent of \$100].)~~

~~*This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary.~~

~~A. Each employee is limited to three (3) career incentive award increases, regardless of when they began participation in the program. Only one program may be completed within each five-year period.~~

~~B. Eligibility~~

~~All permanent classified employees (employees who have passed the district's probation period and attained permanent employment status with the district shall be eligible to participate in the program. Permanency must be attained before the~~

first day of semester/term of the beginning of the Career Incentive Program. Classified managers (see Board of Trustees Policy VI.D) and hourly/temporary classified employees are not eligible for participation in the Career Incentive program.

C. Eligible Courses

Courses suitable for the Career Incentive Program must be related to the employee's current position or appropriate for the employee's declared career goal as defined below. Intended course work must be approved as meeting one of these two categories at the time of application. A Career Incentive Program may include both types of courses:

1. Job-related courses are those undertaken to acquire new or more advanced skills or knowledge beyond the skills or knowledge reasonably expected for entrance into the employee's current position and which shall be clearly useful in the current position.
2. Career development courses are those courses undertaken to meet education requirements for another position existing or planned within the district and which the employee can realistically expect to achieve.

Examples of eligible courses include, but are not limited to community services classes, college courses (credit/noncredit college courses, late-start classes, online classes, and/or open-entry/open-exit courses). Coursework required for or needed as preparation for the specific major and/or general education is to be completed prior to career incentive credit being granted for electives.

In recognition of the district's commitment to wellness, physical activity classes will be allowed at the rate of one physical activity course per Career Incentive Program (i.e., dance, physical education). Similarly, due to the district's commitment to maintaining currency with technology, course repeats of CIS classes (as allowed per the college catalog) may not occur within the same Career Incentive Program.

Career incentive credit will be granted for workshops and seminars at a rate of one-quarter unit per four (4) hours, one-third unit per six (6) hours, and one-half unit per full eight (8) hours of workshop attendance, with a maximum of four (4) units for each Career Incentive program. Satisfactory completion shall mean completion of courses with a grade of C, CR, or better.

D. Ineligible Courses

Training in operating systems and software applications that are part of the minimum qualifications for an employee's current position is not eligible for a Career Incentive Program. This would include upgrades such as from Windows 98 to Windows XP. Please see information regarding Administrative Procedure IV.C-04 for the enrollment fee reimbursement program.

Conferences, workshops, seminars, and other types of in-service training (such as PeopleSoft) for which the employee is paid or which is provided for by the

~~district on or off campus and work experience education are not eligible for the Career Incentive Program.~~

~~E. Application Process~~

~~Employees who wish to participate in the Career Incentive Program must complete and submit an application form, with their supervisor's signature, to Human Resources before a course begins and according to the timeline below:~~

- ~~1. July 1 for fall semester course work/activities occurring August 1 to December 31.~~
- ~~2. December 1 for spring semester course work/activities occurring January 1 to May 31.~~
- ~~3. May 1 for summer semester course work/activities occurring June 1 to July 31.~~

~~To apply for workshop/seminar or conference credit, the completed application must be submitted to the committee with a brochure or flyer from the workshop/seminar. Applications must be submitted for approval three (3) weeks prior to the date it begins. Exceptions are subject to the discretion of the committee on a case-by-case basis.~~

~~All applications shall include the school(s), course numbers, titles, and number of units of the courses to be taken, as well as a brief written justification of why each course is job-related or career development, and how the completed course work will benefit the District. With every application, participants must also submit official transcripts of all course work taken previously to avoid any duplication.~~

~~(*Additionally, if the course(s) is/are career development, an Educational Plan of required coursework developed in consultation with a college counselor must be submitted with the application.) This plan shall explain how the employee intends to achieve the stated career goal/position's objective. The employee may be required by the committee to submit further verification of the appropriateness of planned course work.~~

~~F. Program Guidelines~~

~~Nine (9) semester units or 14 quarter units of college course work, or 30 units of high school coursework must be completed within a five-year period. Once a five-year program has begun, the program's five-year timeframe continues whether or not the approved course(s) taken are completed or dropped by the participant. Any changes to an existing approved program (e.g., adding or dropping courses, changing goals) must be resubmitted to the Career Incentive Committee for approval. If the program is completed early within the five-year period, the participant must notify Human Resources, so that the Career Incentive compensation can commence.~~

~~The five-year period shall begin on the date specified by the employee in the application. No courses will be approved retroactively except for workshops/seminars announced by the seminar's institution/company after the application~~

~~deadline.~~

~~Participation in the Career Incentive Program must be on the employee's own time and at their own expense. No salary credit will be given for course work taken on district paid time or at the direction of the district.~~

~~An employee desiring to enroll in classes/workshops/seminars during working hours must follow these procedures:~~

- ~~1. Discuss with supervisor the course(s) desired and arrange for absence from duty for the time required to attend class(es).~~
- ~~2. Make arrangements to have the duty station covered during the period of absence, if necessary, and have arrangements approved by the supervisor.~~
- ~~3. Arrange to make up time lost within the same work week.~~
- ~~4. Direct a memorandum to Human Resources setting forth the approved changes in the work schedule and the beginning and ending dates thereof. The supervisor's approval shall accompany the employee's memorandum; both shall be placed in the employee's personnel file.~~

~~If an employee changes positions at MiraCosta College, the employee will not need to wait for completion of the new position's one-year probation in order to participate within the Career Incentive Program. Career incentive compensation shall remain a permanent part of any non-management employee's salary regardless of a change in classification resulting from change in position, Y-rating, voluntary demotion, transfer, or classification review.~~

~~Career incentive compensation will discontinue for employees promoted to management positions, as well as their eligibility to participate in new Career Incentive Program.~~

~~G. Program Completion~~

~~Upon completion of the Career Incentive program, the employee shall immediately give written notification to Human Resources and submit an official transcript verifying satisfactory completion of each course taken as part of the Career Incentive Program as soon as it is available. After the workshop/seminar is completed, evidence of attendance (i.e., receipt for registration, etc.) must be submitted within sixty (60) days.~~

~~The participating employee shall receive an increase of \$100 per month. The increase shall become effective the first pay period following the end of the five-year period or, if the employee completes the program in less than five years, the increase will become effective on the January 1, June 1, or August 1 following completion. This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary. Employees who work less than full time will receive a proportional increase based on the ratio of their employment to forty hours.~~

~~Employees who began an approved nine-unit Career Incentive Program prior to July 1, 1987, received a salary increase equal to five (5) percent of their monthly salary at the time they completed the nine units of approved course work. Future compensation associated with this Career Incentive Program will remain at the initial dollar amount unless the employee's working hours change. In this event, the dollar amount will be proportionately decreased or increased. (See example in the above paragraph.)~~

~~Employees who have completed approved nine-unit Career Incentive Programs prior to June 30, 1987, will continue to be paid the dollar amount of the career-incentive salary increase(s) applicable to their FY88 salary, or \$100, whichever is greater.~~

~~Effective July 1, 2004, the amount of the stipend was increased from \$75 to \$100 per month. All other provisions shall remain unchanged unless indicated above.~~

Professional Advancement for Faculty

~~Faculty members should constantly be striving to improve their academic competence. To implement the board's policy that advancement on the salary schedule will be by acquisition of approved subject matter units, the following principles for evaluating courses for salary schedule advancement are established:~~

- ~~A. — Recognized Objectives: An instructor should have a recognized objective that would lead toward either improvement in their discipline or area of service; a masters' or doctoral degree in area of service; or meeting minimum qualifications in an additional discipline or area of service.~~
- ~~B. — Classification of Disciplines: Disciplines should be construed liberally to allow a faculty member to broaden their intellectual background. The suggested fields are as follows: humanities; natural sciences and mathematics; social sciences; health, physical education and recreation; business education; vocational and technical education; counselor, librarian, student services; and professional courses providing preparation for administration, supervision, or designated services.~~
- ~~C. — Exceptions to Listed Teaching Fields: Whenever it is necessary for an instructor to cross subject field areas to improve their background, this will be permitted. For example, advancement in psychology often depends upon increased competence in mathematics. A psychology instructor, therefore, would be permitted to take courses in statistics to improve his or her competence in psychology.~~

~~Instructors may be granted credit on the salary schedule for a maximum of eight units of lower division work relevant to their area of service when taken at accredited colleges or universities. For instance, a language teacher may want to better understand their own language by taking courses in a foreign language that they have not have previously studied. This type of course is usually offered only on a lower division level.~~

Enrollment in Classes and Tuition and Fees Reimbursement for Full-Time Faculty and Classified Staff

~~The following guidelines and criteria shall be followed in providing reimbursement to employees for enrollment fees paid for courses completed to further their professional development.~~

- ~~A. All permanent (one who has successfully completed a one-year probationary period) classified employees shall be eligible to participate in the program.~~
- ~~B. All full-time faculty members are eligible to participate in the program.~~
- ~~C. Priority consideration shall be given for approving courses using the following criteria:
 - ~~1. Courses related to the current and/or projected duties of employment, including courses in Spanish, computer applications, first aid, and CPR.~~
 - ~~2. General and basic education courses (i.e., English, math, introduction to sociology, general psychology, etc.).~~
 - ~~3. Other credit courses not related specifically to professional development.
 - ~~a. Course work must be taken at MiraCosta College unless the course is required for maintaining or upgrading skills for current position and is not offered at MiraCosta College within the twelve (12) month period for which the employee is requesting enrollment fee reimbursement. In such a case, enrollment fee reimbursement will be limited to the cost of equivalent units at MiraCosta College, within the allowable limit.~~
 - ~~b. No course will be considered for reimbursement if its content is part of the minimum requirements for the current position.~~
 - ~~c. An employee must receive a minimum of a "C" grade or equivalent to receive reimbursement. If letter grades are not given for a course, a copy of the certificate indicating successful course completion or a letter of satisfactory completion signed by the instructor is required.~~
 - ~~d. In order for a class to be considered for enrollment fee reimbursement it must be scheduled during a time other than the employee's regularly scheduled work hours. If the class is offered only during the employee's work hours, the supervisor may approve a temporary work schedule change, which allows the employee to be off-duty during the class hours and to make up the time missed during the same week.~~
 - ~~e. Faculty members may not apply for enrollment fee reimbursement for courses scheduled during times that they are scheduled to teach a class or have other specific work assignments.~~
 - ~~f. No course will be considered for enrollment fee reimbursement if it~~~~~~

is to be used by the employee for salary enhancement (professional development or career incentive), during flex time, or for courses taken during sabbatical leaves.

- g. ~~Courses or seminars mandated and paid for by the district are not eligible for enrollment fee reimbursement, nor may any employee apply for enrollment fee reimbursement for courses they may wish to substitute for the mandated ones.~~
- h. ~~It is the responsibility of the employee to apply for enrollment fee reimbursement and then to verify completion of coursework with an official transcript or the instructor's signature prior to June 30 of the year in which the course was taken.~~
- i. ~~Applications for enrollment fee reimbursement must be received prior to the start of the semester in which the class is to be taken. If the class approved is canceled and the employee must substitute a class, they must request and receive approval for substitution before the end of the second week of the semester.~~
- j. ~~Approval bodies for enrollment fee reimbursement are the Classified Career Incentive Committee and the Academic Employees' Professional Advancement Committee.~~
- k. ~~Completed approval forms must be forwarded to Human Resources. Upon completion of coursework, verification of satisfactory completion of class (i.e., transcripts) and a purchase request must be sent to Human Resources before enrollment fee reimbursement occurs.~~
- l. ~~Human Resources will sign the purchase request and forward it to Accounts Payable when verification is complete.~~

In addition, faculty members may request tuition reimbursement for courses taken outside the district in lieu of departmental and staff development professional travel reimbursement.

Professional Development Allowance for Full-Time Faculty

In addition to travel funds provided through the Professional Development Program and other sources, the District shall provide an annual allowance of \$600 per full-time faculty member per year to reimburse expenses associated with professional development. This allowance may be applied to professional travel or tuition reimbursement, subject to the following provisions:

- A. ~~The department to which the greatest percentage of each full-time regular faculty member is charged shall be allocated \$600 per faculty member annually.~~
- B. ~~Any unexpended funds from a given fiscal year may be rolled over to the following fiscal year. Any amount unused after two years shall be returned to the Professional Development Program.~~

C. Funds may be transferred to another full-time faculty member within the same department for professional travel or tuition reimbursement.

Professional Development—Academic and Classified Administrators

Academic and classified administrators are encouraged to participate in professional development opportunities on and off campus that will enhance their value to the district. Resource allocation for professional development of academic and classified administrators will be determined by the district through a "meet and confer" with each employee group's representatives.

Classified Staff Development

The Classified Senate negotiates staff development funds through the meet and confer process and usually via salary agreements on behalf of permanent employees. Staff development funds are purposed for the enrichment of classified employees through job enrichment and professional growth. The funds are managed by the Classified Senate according to established guidelines and procedures.

Attendance at Conferences, Seminars, In-Service Training, Workshops, Meetings, and Visits to Other Schools for Full-Time Faculty and Classified Staff

The superintendent/president shall recommend attendance by faculty and classified staff members at conferences, seminars and workshops. The board shall pay actual and necessary expenses within budgetary limitations and may authorize an advance of registration fees. (See Board Policy/Administrative Procedure 7400—Travel.)

Voluntary attendance at conferences, seminars, and workshops may be authorized with no loss of pay and with or without partial reimbursement of expenses.

Participation in in-service training, exclusive of career incentive programs that occurs on or off campus and at the direction of the employee's supervisor or the superintendent/president shall not result in a loss of pay or the necessity of making up for time lost.

The superintendent/president is authorized to direct the travel of employees to meetings or to visit other schools and colleges for the discussion or observation of any school matter relating to the duties of the employee or any question of interest to the district. The board shall pay the actual and necessary expenses on the basis of a schedule for reimbursement within budgetary limitations.

Memberships in Professional Organizations for Full-Time Faculty and Classified Staff

MiraCosta employees are encouraged to join professional organizations that help them remain current and/or strengthen their skills in their discipline or area of responsibility. The district will pay fifty percent (50%) of the cost of professional organization dues up to a maximum of \$400 per employee per year. The superintendent/president or appropriate vice president will determine whether an organization meets the requirements of this policy for a specific employee.

Reimbursement Request Procedure

Administrative Services provides a form for employees who request approval of reimbursement for fifty percent of the cost of professional organization dues, with such reimbursement not to exceed \$100 per year per employee. The form shall include space for specifying how the membership benefits the employee's services to the district.

Employees requesting reimbursement will submit the form to the appropriate vice president for approval, together with receipt(s) or other documentation that dues have been paid. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.

Office Assignment Procedures

These procedures give general criteria to be followed in determining office location; however, office assignment is ultimately the responsibility of the Academic Senate President (AS) and exceptions may be necessary as determined by the President. Exceptions determined by the President may be appealed to the Academic Senate

Classification of Offices

Each faculty member is assigned one office space by the Academic Senate President. No faculty member is entitled to more than one office space. Faculty members do not have the authority to offer or assign their offices to any other individuals, or trade offices with other faculty members. Any change in office assignment must be made through the Academic Senate president.

Faculty offices are classified as belonging to one of two categories:

Category 1: general-purpose offices

Category 2: offices designed for a specific discipline and/or function.

If an office designated as Category 2 is unoccupied for one year, it will revert to a Category 1 office unless the department requests and is granted an extension by the AS President.

Faculty offices are also classified as single-person or two-person.

The Academic Senate will maintain a list of faculty office spaces, including their classification by category and their status as one or two-person offices. Designation of offices as Category 2 must be approved by Academic Senate. To preserve flexibility in office assignment, designation of Category 2 offices should be made only where clearly justified.

Single-person Offices

1. Any office under 110 square feet should be declared a single-person office. Offices under 110 square feet which currently have two occupants will become single-person offices whenever one of the current occupants leaves the office. Measurement of offices will be made by the Director of Facilities. Any faculty member who disagrees with the measurement has the right to have their office re-measured in their presence.

2. Any office which is over 110 square feet is a two-person office, unless officially designated a one-person office. Designation of a one-person office may be made by agreement of the Vice-President of Instruction and Academic Senate President (in consultation with AS), if they agree that one or more of the following conditions holds true:

- the office is physically unable to accommodate the minimum required equipment of 1 desk, 1 office chair, 1 student chair, 38" depth of file storage space, and 10 linear feet of book storage per instructor.
- the Health and Safety Committee has recommended that the office be designated a single-person office.
- the ADA Compliance Coordinator has recommended that the office be designated a single-person office. If the recommendation is specific to an instructor, the office will revert to a two-person office when vacated by the instructor.

- the office needs to be single-person because of specific programmatic needs (e.g. the office of a program coordinator or director who must hold regular confidential meeting). Lead instructors of programs are not generally considered to be program directors or coordinators.

Two-person offices

Faculty in two-person offices should share space equitably. Neither faculty member should occupy more than half of the available space.

Assignment of offices

1. **(by March 15)** Academic Senate considers requests for reclassification of existing offices and classification of new office spaces.

2. **(by March 30)** The Senate President determines which office work stations will be vacant during the coming academic year and publishes the list. Office work stations are declared vacant with the following priorities:

a) Retiring faculty or newly converted office spaces

b) Applicants retain office rights and access during their sabbatical leave. However, when office space is at a premium, applicants may be asked to share their office when they are away and to clear out sufficient work space (desktop and drawer, bookshelf space, and at least one file cabinet drawer) before embarking on their sabbatical leave.

c) Not applicable.

3. **(by April 15)** Faculty members who wish to change offices fill out forms listing first and second choices for offices. Department chairs put in office requests for new faculty positions. All requests will be retained for the duration of the office request cycle, and will be considered in each round of requests according to the criteria specified below.

4. The Senate President develops a proposed list of office assignments based on the following criteria:

a) No faculty member already in an office will be arbitrarily moved from it. (A faculty member going on district approved leave does not lose their office). The only exception to this criterion is in the case of a Category 2 office (see item 4c below).

b) **Category 1:** General-purpose offices. If two or more faculty members request the same vacant general purpose office space, the most senior member's request will be honored. (Note: "Seniority" in this document means seniority for full-time faculty as defined by the district.)

c) **Category 2:** Offices designed for a specific discipline and/or function. This category includes offices which are designed with line of sight to a classroom or lab, or are immediately adjacent to a lab, performance space, or other specialized facility. These offices are designated for faculty members in the specific program for which the office was designed. If such an office

becomes vacant, the request of the most senior member in the program will be honored. If no one from the program requests the office and it is requested by a member or members outside the program, the most senior member's request will be honored. However, if at a later time there is a request from a faculty member within the program to occupy the space (and there is no other available space in the office), the faculty member currently occupying the office will be informed by the Academic Senate President and must request a new office assignment. If there is not a currently vacant Category 2 office and more than one Category 2 offices are occupied by non-Department members, the Department will adhere to a procedure that asks a non-Department member to vacate based first on length of time in the office spaces and, should there be a tie, second on seniority. This provision does not apply to faculty who were assigned such offices prior to January 1, 2005, who will not be moved from the office without their consent.

5. **(by April 30)** The Senate President publishes the working list to the Senate and initiates a second round of requests. Only offices which were not available during the first round of requests can be requested during the second round. If the second round of requests results in additional office vacancies, the Senate President will publish the vacancies and initiate additional rounds of requests as she or he deems appropriate to ensure the process is as transparent as possible. Each additional round of requests will be open for a minimum of 72 hours. Offices being vacated need to be done so no later than June 30.

6. **(by 2nd Senate meeting in May)** Final list is presented to Senate for approval.

7. **(by June 30)** All faculty who have been approved to vacate their offices should do so before June 30th.

Approved by Senate on 4/8/2005

Revisions Approved by Senate on 5/22/09

Revisions Approved by Senate on 10/20/2023

Revisions Approved by Senate on 4/5/2024

Room	Occupants	Campus	Desk 1	Desk 2	Comments
411	Christina Johnson, Lynn Trzoss	SAN	1	n/a	
412	Thong Nguyen, Kaitlin Fisher	SAN	1	n/a	
504	Eric Snortum, Khang Nguyen	SAN	1	n/a	
510	Robert Bond	SAN	1	Open	
511	Janeen Apalatea	SAN	1	Open	
512	Vacant Faculty	SAN	Open	n/a	
513	Sean Davis	SAN	1	n/a	
602	Kelly Hagen, Luke Lambert	SAN	1	n/a	
603	Shannon Myers	SAN	1	n/a	
604	Sam Arenivar	SAN	1	n/a	
605	Vacant Faculty	SAN	Open	n/a	
608	Eric Robertson, Tony Burman	SAN	1	1	
2009	Eric Bishop	OCN	1	n/a	
2010	Tracy Williams	OCN	1	n/a	
2111	Yoshimi Hayashi, Leah Cluff	OCN	1	1	
2206	Matt Falker, Gilbert Neri	OCN	1	1	
2215	Stephen Torok, Daniel Siegel	OCN	1	1	
2220	Arlie Langager	OCN	1	n/a	
2268	Dean Ramos, Jonathan Marquis	OCN	1	1	
2274	Lauren Greenwald, Xuchi Eggleton	OCN	1	1	
2705	Dave Massey	OCN	1	n/a	
2706	Billy Gunn	OCN	1	n/a	
2707	Patricia Hanada-Rogers	OCN	1	n/a	
2808	Kristine Arquero, Pierre Goueth	OCN	1	1	
2809	Phillip Boland, Leigh Cotnoir	OCN	1	1	
2811	Jade Hidle, Himgauri Kulkarni	OCN	1	1	
2812	Karl Cleveland, Min Choi	OCN	1	1	
3614	Daniel Ante-Contreras, Aaron Roberts	OCN	1	1	
3615	Violeta Sanchez, Zulema Diaz	OCN	1	1	
3616	Mary Beth Headlee, Leila Safaralian	OCN	1	1	
3617	Nery Chapeton Lamas, Beth Powell	OCN	1	1	
3618	JahB Prescott, Marina Argueta	OCN	1	1	
3619	Jose Jara, Chad Tsuyuki	OCN	1	1	
3620	Zika Perovic, Polo Mariscal	OCN	1	1	
3621	Angela Beltran-Aguilar, Lemee Nakamura	OCN	1	1	
3622	Serena Mercado, ~ dara	OCN	1	1	
3623	Keith Dunbar, Kellita Felton	OCN	1	1	
4018	Paul Katson, Ignacio Castaneda Garcia	OCN	1	1	
4057	Waldemar Perez, Barbara Juncosa	OCN	1	1	
4403		OCN	Open	Open	Ready by Summer Hold for STEM Faculty
4405		OCN	Open	Open	
4502	Kristine Arquero, Pierre Goueth	OCN	n/a	n/a	Offices Offline First Priority 4600 Offices
4507	Erika Peters	OCN	n/a	n/a	
4512	Rica French, Pedro Morgado	OCN	n/a	n/a	
4518	Himgauri Kulkarni, Dingguo Zhang	OCN	n/a	n/a	
4519	Kyle Arriola	OCN	n/a	n/a	
4520	Stacey Hull	OCN	n/a	n/a	
4536		OCN	n/a	n/a	

Room	Occupants	Campus	Desk 1	Desk 2	Comments
4601	Mail and Conference Room	OCN	1	1	Convert to Category 2 Offices for STEM
4602	Academic Senate President	OCN	1	1	
4603	PDP Coordinator	OCN	1	n/a	
4604	Admin Assistant to the Academic Senate	OCN	1	n/a	
4605	Vacant - Future Classified - Not on Faculty Inventory	OCN	1	1	a large space with cubicle offices and touch down desk spaces
4608	Mary Gross, Dominique Ingato	OCN	1	1	
4609	Jeanine Sepulveda, Adrea Gonzalez-Karlsson	OCN	1	1	
4620	David Parker, Paul Clarke	OCN	1	1	
4621	Catherine Walker, Suzie Bailey	OCN	1	1	
4702	Andrea Petri	OCN	1	1	
4703	Cristina Toharia, Rosa Viramontes	OCN	1	1	
4704	Pilar Hernandez	OCN	1	n/a	
4810	Stacey Hull, Christina Sharp	OCN	1	1	
4811	Janelle West, Tina Walker	OCN	1	1	
4812	Eric Carstensen, Suganya Sankaranarayanan	OCN	1	1	
4813	Kyle Arriola, Nate Scharff	OCN	1	1	
4814	Emiko Kiyochi	OCN	1	n/a	
5133	Korey Goulette, Giana Carey	OCN	1	1	
5134	Rich Dicker, Jenna Magallanes	OCN	1	1	
5136	Alison Phinney, Bobbi-Sue Bailey	OCN	1	1	
5137	Roland Estrella, Allison Perkins	OCN	1	1	
5138	Yana Gardiner, Natalie Gonzales	OCN	1	1	
5139	Yvette Duncan	OCN	1	Open	
5143	Michelle Odom, Emily Mercuri	OCN	1	1	
5314	Robert Fulbright	OCN	1	Open	
5315	Steve Isachsen, Casey McFarland	OCN	1	1	
5316	Leola Powers , Gail Meinhold	OCN	1	1	First Priority 31 Offices
7005-B	Rica French, Erika Peters	OCN	1	1	Temporary
7056	Mark Laurel	OCN	1	n/a	
7057	Ashley Davis	OCN	1	Open	
7058	Pedro Morgado	OCN	1	n/a	
8010	Yi-Cheng Hu	OCN	1	n/a	
8012	Claudia Flores	OCN	1	n/a	
2022A	Sean Fanning	OCN	1	n/a	
30-127		OCN	Open	Open	27 Open Desks
30-128		OCN	Open	n/a	
30-129		OCN	Open	n/a	
30-130		OCN	Open	n/a	
30-131		OCN	Open	n/a	
30-132		OCN	Open	n/a	
30-133		OCN	Open	Open	
30-141		OCN	Open	Open	
30-142		OCN	Open	n/a	
30-143		OCN	Open	n/a	
30-144		OCN	Open	n/a	

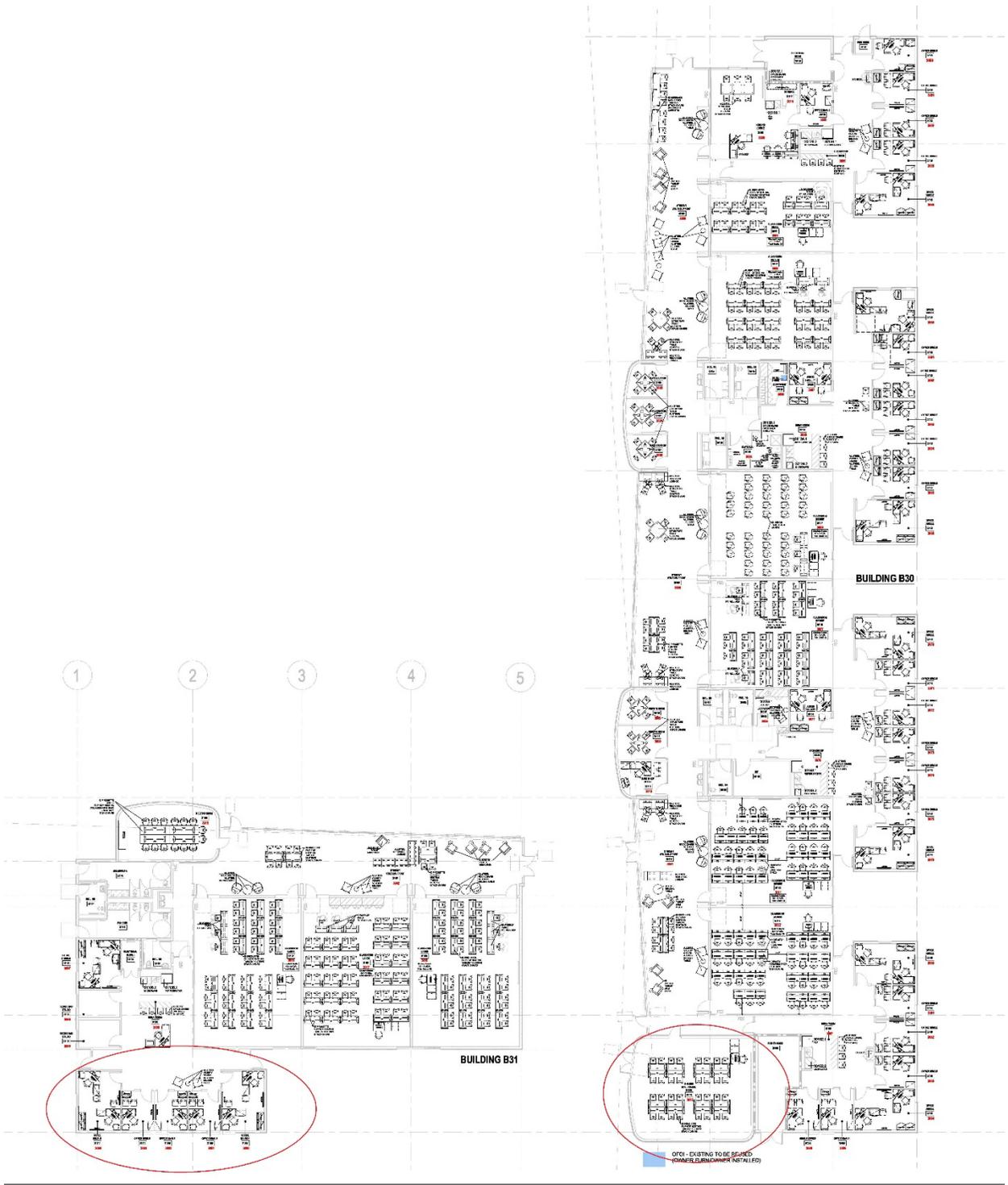
Room	Occupants	Campus	Desk 1	Desk 2	Comments	
30-145		OCN	Open	n/a		
30-146		OCN	Open	n/a		
30-147		OCN	Open	Open		
30-155		OCN	Open	Open		
30-156		OCN	Open	n/a		
30-157		OCN	Open	n/a		
30-158		OCN	Open	n/a		
30-159		OCN	Open	Open		
30-160		OCN	Open	n/a		
30-161		OCN	Open	n/a		
31-107		OCN	Open	Open		Hold for governance/bargaining offices
31-108		OCN	Open	n/a		
31-109		OCN	Open	n/a		
31-110		OCN	Open	n/a		
31-111		OCN	Open	Open		
31-114		OCN	Open	Open		
T-111	Delores Loedel	OCN	1	Open		
T-112	Jacob Strona	OCN	1	Open		
T-113	Ruben Gomez	OCN	1	Open		
T-114	Rhonda Welch-Scalco, Dingguo Zhang	OCN	1	1		
T-115	Thao Ha, Robert Falero	OCN	1	1		
T-116	Scott Fallstrom	OCN	1	n/a		
T-117	Vacant - Future Classified - Not on Faculty Inventory	OCN	Open	n/a		
T-118	Non Faculty - SJEC Sara Carpenter Storage	OCN	1	n/a	Non-faculty Office	
T-210-04	Bruce Hoskins	OCN	1	Open	First Priority 31 Offices	
T-210-05	Robert Kelley	OCN	1	n/a	First Priority 31 Offices	
T-210-07	Lilia Vidal	OCN	1	n/a	First Priority 31 Offices	
T-220-04	Rachel Hastings	OCN	1	n/a	First Priority 31 Offices	
T-220-05	Adam Chin	OCN	1	n/a		
T-220-06	Jeff Murico	OCN	1	n/a	First Priority 31 Offices	
T-220-07	John Phillips	OCN	1	n/a	First Priority 31 Offices	
T-220-08	Shafin Ali	OCN	1	n/a	First Priority 31 Offices	
T-260-05	Steve Eso, Theresa Bolanos	OCN	1	1	First Priority 31 Offices	
T-260-06	Lisa Fast	OCN	1	n/a	First Priority 31 Offices	
T-260-07	Danielle Barnett, Sarah Kirk	OCN	1	1		
T-270-05	Christopher Sleeper	OCN	1	n/a	First Priority 31 Offices	
T-270-06	Lesley Doig	OCN	1	n/a	First Priority 31 Offices	
T-270-14	Amena Coronado	OCN	1	n/a		
T-270-15	Alexis Tucker Sade	OCN	1	n/a		
T-311	Curry Mitchell	OCN	1	Open	Offices Offline Second Priority 31 Offices (curry and Jim recused)	
T-312	Israel Pastrana	OCN	1	n/a		
T-314	Tyrone Nagai, Taya Lazootin	OCN	1	1		
T-315	David Bonds	OCN	1	n/a		
T-316	Maria Figueroa	OCN	1	n/a		
T-318	Jim Sullivan	OCN	1	n/a		
T-530	India Pierce	OCN	1	n/a		need to confirm
T-531	Kent McCorkle	OCN	1	n/a		

Room	Occupants	Campus	Desk 1	Desk 2	Comments
T-532	Faculty Assembly	OCN	1	n/a	
T-533	Craig Perez	OCN	1	n/a	need to confirm
T-534	Katherine Steelman	OCN	1	n/a	
T-536	Anthony Ongyod	OCN	1	n/a	
T-537	Olivia Quintanilla	OCN	1	n/a	
T-538	Rick White	OCN	1	n/a	
T-539	Vacant - Future Classified - Not on Faculty Inventory	OCN	Open	n/a	
T-550		OCN	Open	n/a	
T-551	Eduardo Mariscal	OCN	1	n/a	
T-552	John Kirwan	OCN	1	n/a	
T-553	Vacant - Future Classified - Not on Faculty Inventory	OCN	Open	n/a	
T-554	Vacant - Future Classified - Not on Faculty Inventory	OCN	Open	n/a	
T-555	Vacant - Future Classified - Not on Faculty Inventory	OCN	Open	n/a	
T-556	Michael Paulding	OCN	1	n/a	
T-557		OCN	Open	n/a	
T-558		OCN	Open	n/a	
T570	Purchasing	OCN	1	n/a	Open 8/2026
571	Purchasing	OCN	1	n/a	Open 8/2026
572	Finance/Accounting	OCN	1	n/a	Open 8/2026
573	Finance/Accounting	OCN	1	n/a	Open 8/2026
574	Finance/Accounting	OCN	1	n/a	Open 8/2026
575	Finance/Accounting	OCN	1	n/a	Open 8/2026
576	Finance/Accounting	OCN	1	n/a	Open 8/2026
577	Finance/Accounting	OCN	1	n/a	Open 8/2026
578	Purchasing	OCN	1	n/a	Open 8/2026
579	Purchasing	OCN	1	n/a	Open 8/2026

49 Open Faculty

5 Open Classified

10 Open Faculty/Classified (T570) available 8/15/26



1

2

3

4

5

BUILDING B31

BUILDING B30

070 - EXISTING TO BE REUSED
 040 - EXISTING TO BE REMOVED