



**Salary Advancement Committee Regular Meeting**  
**Wednesday, October 16, 2024: 11:30am – 1:30pm**  
**Hyflex Meeting – Room OC1054**  
**1 Barnard Drive, Oceanside, CA 92056**  
**and Hyflex Room SAN1122**  
**3333 Manchester Avenue, Cardiff, CA 92007**  
**Via Zoom in accordance with AB2449: Information below**

Join Zoom Meeting: <https://miracosta-edu.zoom.us/j/94384712645>  
Meeting ID: 943 8471 2645  
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## **AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. 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.*
- IV. Changes to Agenda Order**
- V. Consent Calendar**
  - A. Approval of the Minutes of the Meeting of March 28, 2024
- VI. Reports**
  - A. Salary Advancement Committee Chair - *Munshower*
- VII. New Business**
  - A. Review and Consideration of Applications for Advancement on the Salary Schedule  
Description: *The Salary Advancement Committee (SAC) will review eleven (11) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. The committee will vote on applications and establish a timeline for submitting any revisions before forwarding them to Academic Senate for approval.*
- VIII. Information / Discussion**
  - A. Salary Advancement Handbook  
Description: *The Salary Advancement Handbook is reviewed each year. Appropriate changes will be made, and the updated handbook will be posted on the SAC website.*
- 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 allowed for the continuance of conducting meetings remotely. Consequently, AB2449 reinstated in-person meetings with exceptions for remote attendance via Emergency or Just Cause situations. The public may observe the meeting and offer public comment via Zoom. A link for remote viewing or calling in is attached to the agenda. Therefore, Salary Advancement Committee (SAC) meetings will be held in person and via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the SAC Administrative Assistant 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).



## UNOFFICIAL MINUTES

- I. **Call to Order** – The meeting was called to order at 11:15am.
- II. **Roll Call**  
**Members present:** Korey Goulette, Wendy Horton, Donny Munshower (chair), Angela Senigaglia  
**Remote attendance (no vote):** Sam Arenivar  
**Members absent:** Sam Arenivar, Lilia Vidal
- III. **Persons Wishing to Address the Committee** – None.
- IV. **Changes to Agenda Order** – None.
- V. **Consent Calendar**  
**A. Approval of the Minutes of the Meeting of November 2, 2023**  
The consent calendar was approved by unanimous consent.
- VI. **Reports**  
**A. Salary Advancement Committee Chair – Donny Munshower**  
No report.
- VII. **New Business**  
**A. [Review and Consideration of Applications for Advancement on the Salary Schedule](#)**  
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 Changing a Previously Approved Application to Advance on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding them to Academic Senate for approval.*  
Discussion ensued regarding the need for Option 1 and Option 2. Some applicants are putting both options on one application, and some are submitting separate applications for each option. Munshower would like to consider removing Options 1 and 2 from the application form. By virtue of the dates of the classes, it is clear as to whether they have already taken the classes, or they are looking for approval of the classes prior to enrolling in them. It was agreed that moving forward, we will do away with Option 1 and Option 2 and modify the handbook and applications to reflect this.  
It was further agreed to only discuss applications where there are some questions or concerns. All other applications are approved as submitted.  
The following applications were approved as submitted:
  - James Diokno (app to change a previously approved proposal).
  - Natalie Gonzales
  - Eliza Rabinovich
  - Suganya Sankaranarayanan
  - Eric Snortum
  - Ariana Solis
  - Sinclair Tirona Option 1
  - Sinclair Tirona Option 2
  - Virginia Velati Tirona
  - Sadie Weinberg: Discussion ensued regarding Sadie Weinberg’s application and the courses she submitted. She connected the courses in her justification but there was a question about QuickBooks. It was noted that she was taking the class in anticipation of two new dance courses she is going to develop. It was further noted that there is no curriculum that does this as yet. If the committee approves a dance instructor to take a QuickBooks class and a new course never gets developed, then she is being given credit to do something that will probably be fulfilling for her personally and further, she talks about her own nonprofit. If the department shows interest and they are going to develop curriculum, then it would be more acceptable. Her other two courses are connected and so it was suggested to tell her to talk to her department about the QuickBooks course and if there is a bit more buy-in for the class, to come back next time and demonstrate she has had a conversation with her department and that there is an actual curriculum either that exists or solid plans for the future that contains support for that kind of professional development. **This QuickBooks class is rejected on her application.**

**MSU (Senigaglia / Horton)** to approve the applications for salary advancement as presented, but with the denial of approval of the QuickBooks course for Sadie Weinberg.

Senigaglia mentioned the CPC Sunset Deferral Request form as an example of a good online form if there is a need to change the way salary advancement applications are submitted.

## **VIII. Information / Discussion**

### **A. Appeals Process – Munshower**

Description: *Academic Senate has requested the Salary Advancement Committee create an appeals process for when an application for advancement on the salary schedule is denied. Munshower will share the progress of the process to date.*

A rough draft of an appeals process was shared with the committee. The vision is to have this as an Adobe sign document and linked to the SAC webpage.

A conversation ensued regarding how to notify an applicant of a denied course or courses. It would be good to be able to refer to the handbook to show what coursework would be acceptable and why. The more often we can say, according to the Handbook, these are the kinds of activities that are acceptable. If the handbook is being modified, and as things like this come up over the course of a year, we might have a section of the Handbook that says reasons for denial, and one of the reasons might say the course is not clearly connected, or the course relates to curriculum development that has not been vetted with the department. Then, when informing the applicant of a denial of coursework, they can be referred to that section of the handbook.

For the form, the faculty member would get an email with the reason for denial and then check the appropriate box on the form.

It was further agreed the applicant use a separate form for each class denied. The reasons for denial may be very different and thus a separate form for each course denied.

There are three signatures on the form; the chair of SAC, the AS President, and one additional SAC member.

### **B. Database of Previously Approved Coursework – Munshower**

Description: *Munshower will share information about the database of previously approved coursework he created in a Google sheet. It can be found at this [LINK](#).*

The new database spreadsheet of previously approved coursework from the last five years was shared with the committee. The list is alphabetized by school name and then the courses from that school. A second tab show master's programs that were approved. Today's approved coursework will be added to the document. It is a Google doc and so when entries are made, it updates automatically.

### **C. Program Review**

Description: *Subcommittees of the Academic Senate are asked to provide an annual report each spring which is included in the AS program review.*

Munshower will work on the SAC annual report to be presented to Academic Senate. He will do a summary of accepted applications and highlight some of the new changes, the online application, and the database list.

### **D. Salary Advancement Handbook**

Description: *The Salary Advancement Handbook is reviewed each year. Appropriate changes will be made, and the updated handbook will be posted on the SAC website.*

Munshower and Adler will make minor changes to the handbook.

Munshower volunteered to remain as chair of SAC. He asked that committee members think about if they would like to co-chair with him next year so they can take over the following year.

He agreed to chair for one more year. Senigaglia is willing to consider chairing after Munshower if there is no other interest.

## **IX. Adjournment – The meeting was adjourned at 12:23pm.**