

MIRACOSTA COLLEGE FACULTY ASSEMBLY

Luke Lara, Ombudsperson

Role of Ombuds

- Work through appropriate channels to resolve grievances impacting the working conditions of one or more members of the Faculty Assembly.
- Mediate conflicts and other disputes among FA members and/or others outside of the unit.
- Provide representation and assistance to FA members who are under investigation and/or called into meetings where discipline might occur (Weingarten Rights).
- Keep abreast of policies and procedures and educate faculty on rights and responsibilities.

Contact Information

Office: Oceanside 14254/T-117

Cell/Text: 760.456.5717

mccombudsperson@gmail.com

MCCfacultyassembly.com/ombuds



Board Policies & Administrative Procedures

[AP 3050: Institutional Code of Ethics](#)

[AP 3430: Prohibition of Harassment](#)

[AP 3435: Discrimination & Harassment Complaints and Investigations](#)

2025-2028 Contract Provisions

D.1.2 Initial Class/Step Placement

D.1.4 Process for Class Advancement on Salary Schedule

L.3.0 Investigations, Due Process, and Discipline

L.5.0 Grievances

[View the Collective Bargaining Agreement](#)

Suggestions for Avoiding Issues

- **Email:** it is not confidential; careful with “Reply All” default; larger email lists (e.g. Department Chairs) may include administrators.
- **Syllabus:** clear and specific grading policies; provide any alternatives to all and put in writing in an addendum.
- **Meet Professional Obligations:** submitting Census rosters and syllabi, responding timely to emails.
- **Phone/text:** only use MCC line & Canvas options; recommend not giving personal phone, cell, other contact info to students.
- **Text Messages & Social Media:** not private; can be used in investigation as evidence.
- **Canvas:** keep up to date with online grades or other gradebook entries.
- **Office Hours:** when back on campus: leave door open; avoid “behind closed doors” with one student; consider office hours in public areas.