

Side Letter of Agreement 2013-14.10

Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)

Additional Pay for Designated Adjunct Ancillary Activities Spring 2014 Only

For the 2014 spring semester only, the District and CCFT agree to implement a limited pilot additional pay provision for identified adjunct faculty serving on designated committees as delineated below:

- Faculty Senate (3 individual assignments for the 2014 spring semester)
- Student Success Task Force (SSTF) subcommittees (one assignment for the 2014 spring semester)
- Staff Development (1)
- Student Discipline Hearing Committee (1)
- Payment for participation will be as follows:
 - \$600 for Faculty Senate
 - \$250 for other committees delineated above
- An adjunct shall receive only one payment during this pilot provision for additional pay.
- At the end of 2014 spring semester, each participating adjunct will be required to submit a one page report to the committee chair who will sign the report and indicate that the adjunct attended the meetings and contributed to the committee discussion. The adjunct will include in the report how their participation contributed to *Institutional Effectiveness* and *Student Success goals* of the college.
- The committee chair will prepare an *Authorization for Payment for Services* form and submit the form to the component VP along with the signed adjunct report. The form will be signed by the component VP that has oversight of the committee.
- The authorization for payment will be submitted by the component VP to the Payroll Office for processing.
- If more than one meeting is missed, the adjunct's payment will be reduced by the percentage of meetings missed without regard to the reason for the absence.

How Representatives are Determined:

- Adjuncts that serve on the Faculty Senate are elected or selected as specified by the Faculty Senate Bylaws.
- Student Success Task Force subcommittee representative on the *Best Practices and Tool Kits for Faculty* subcommittee will be jointly selected by CCFT and the Faculty Senate.

Time served for these designated pilot program ancillary activities will not count toward the 67% limit in addition to those workload exclusions defined in Article 16.7.

If an adjunct is receiving payment from CCFT or another funding source for serving on a committee, the adjunct instructor is not eligible to receive payment from the District for ancillary activities for service on the same committee, per the terms of this side letter.

Evaluation of Additional Pay for Designated Ancillary Activities Pilot Provision:

During summer 2014, the District and CCFT negotiation teams will evaluate this limited pilot program in light of overall compensation program priorities. The evaluation process will include:

- examining how the unique adjunct perspective informed the overall discussion and outcomes of the issues considered by the aforementioned committees; and
- considering any unintended consequences that may arise during the pilot
- considering the associated costs and effectiveness of administering the pilot provision

The evaluation of this pilot provision will be part of the negotiations for “Additional Pay for Adjunct Ancillary Activities” beyond spring 2014. The pilot program will sunset after spring semester 2014 and may be considered as part of the overall negotiation process for 2014-15.

Date

Date

For Cabrillo Community College District

For Cabrillo College Federation of Teachers
(CCFT)