

1 **MEMORANDUM OF UNDERSTANDING**

2 **Between**

3 **Coast Community College District and**  
 4 **Coast Community College Association - California Teachers Association/National Education**  
 5 **Association, Local 1152**

6  
 7 **November 1, 2017**

8  
 9 The following Memorandum of Understanding entered into by and between the Coast Community  
 10 College District ("District") and the Coast Community College Association - California Teachers  
 11 Association/National Education Association, Local 1152 ("CCA-CTA/NEA"), is expressly made  
 12 pursuant to the Education Employment Relations Act and the current Collective Bargaining Agreement.

13  
 14 **The parties intend this memorandum of understanding (MOU) to be**  
 15 **in full compliance with Education Code Section 87482.3 and to replace Section 15.2 of Article XV of**  
 16 **the current Collective Bargaining Agreement in its entirety.**

17  
 18 **Article XV. Scheduling**

19 **Section 15.2 Part-Time Faculty Priority Assignments**

20 (1) The intent of establishing Part-Time Faculty Priority Assignments is to provide a degree  
 21 of rehire security to part-time faculty members who have had an ongoing history of satisfactory  
 22 evaluations. Priority assignments are for the fall and spring terms only. Part-time priority  
 23 assignment rights shall be implemented in the 2018-2019 academic year. Both parties agree to  
 24 reopen this article no later than the Spring 2019 term and assess any related impacts including but  
 25 not limited to workload for faculty schedulers using the Priority Assignment List (PAL), program  
 26 design, and the ease and accessibility of the data needed to support the Priority Assignment List  
 27 (PAL).

28  
 29 (2) The District shall create an annual Priority Assignment List (PAL) to be provided to all  
 30 department chairs/schedulers by the fifth Monday of the Spring semester to be used for assigning  
 31 part-time faculty for the following academic year. The purpose of the PAL is to provide a stable  
 32 minimum LHE or service hours based on length of service to the College. Placement on the PAL  
 33 does not guarantee an assignment or specific courses. Assignments are based upon the overall  
 34 availability of classes or service hours which could be increased or reduced at any time due to  
 35 fiscal constraints, the hiring of full-time faculty within the discipline, or other provisions as  
 36 outlined within this Article.

37  
 38 (3) In order to provide timely placement on the PAL, evaluations must be completed within the  
 39 first and fourth terms of employment and every six semesters thereafter. Evaluations of part-time  
 40 faculty may also occur as needed and at the discretion of the dean or department chair.

41  
 42 **Section 15.2.a. Eligibility**

43 (1) Part-time faculty hired after the date of this agreement will be eligible to be placed on the  
 44 PAL after they have completed six (6) semesters (Fall/Spring) of service within a four (4) year  
 45 period within a specific discipline and whose most recent evaluation has been satisfactory within  
 46 those four (4) years at a particular college, will become eligible to be placed on the PAL in that

47 discipline.

48  
49 (2) Current part-time faculty members who have not completed six (6) semesters of service  
50 within a four (4) year period within a specific discipline and whose most recent evaluation at a  
51 particular college has been satisfactory, will become eligible to be placed on the PAL in that  
52 discipline at that College once they have completed their sixth (6th) semester.

53  
54 (3) Current Part-time faculty members who have completed six (6) or more semesters of service  
55 within a four (4) year period within a specific discipline and whose most recent evaluation at a  
56 particular college has been satisfactory will become eligible immediately to be placed on the PAL  
57 in that discipline at that College.

58  
59 (4) Part-time faculty members who are currently in their sixth (6<sup>th</sup>) semester at the time that this  
60 agreement goes into effect and have not received an evaluation will be given an evaluation within  
61 one semester of this agreement.

62  
63 (5) Part-time faculty members working a consistent pattern of one term per academic year will be  
64 eligible for placement on the PAL after completion of four (4) semesters within a four (4) year  
65 period within a specific discipline and whose most recent evaluation at a particular college has  
66 been satisfactory. Faculty members in this category must have two (2) evaluations on file, with  
67 the most recent evaluation being satisfactory, before becoming eligible for placement on the PAL.

68  
69 (5) In addition to the eligibility requirements in sections 1-5 above, maintaining eligibility on the  
70 PAL also requires completion of two hours of District mandated online or in-person training once  
71 every two years. The mandated training will be provided by the District and related to Unlawful  
72 Discrimination Prevention, Sexual Harassment Prevention, and/or Title IX.

73  
74 **Section 15.2.b. Initial Determination of Ineligibility**

75 (1) Part-time faculty members whose most recent evaluation is unsatisfactory shall not be  
76 placed on the PAL. These faculty members may request a meeting with the evaluator to discuss  
77 the evaluation in accordance with Article X, Section 10.13. Faculty receiving an unsatisfactory  
78 evaluation before Fall 2016 will be reevaluated before determination of PAL eligibility.

79  
80 (2) Part-time faculty who receive a Needs to Improve rating on their most recent evaluation  
81 shall be assigned no more than one section or no more than 6.75 hours per week for the following  
82 semester, and a follow-up evaluation will be conducted in accordance with Article X, Section  
83 10.14. Faculty receiving a Needs Improvement rating will be reevaluated before determination of  
84 PAL eligibility.

85  
86 (3) Part-time faculty with fewer than four (4) semesters (Fall/Spring) at one college within a  
87 four (4) year period, or who have not completed two (2) of those semesters within the last 2 years,  
88 shall not be placed on the PAL.

89  
90 (4) Classified employees and managers will not be placed onto the PAL but will be

91 considered for assignments after PAL assignments have been offered.  
92  
93

94 **Section 15.2.c. Initial Placement**

95 (1) There is a PAL for each individual college. PAL placement is based on the first day of  
96 work in an academic semester as a part-time faculty at that college.  
97

98 (2) Part-time faculty who teach or provide service hours at more than one college will be placed  
99 on the PAL based on their first date of work at that college.  
100

101 **Section 15.2.d. Load Determination**

102 (1) Minimum Eligible Load (MEL) refers to the number of LHE or service hours for initial  
103 placement and does not guarantee specific courses.  
104

105 (2) Minimum Eligible Load (MEL) shall be:

- 106 a. 1 section or 6.75 service hours for part-time faculty members who have taught 6 LHE  
107 or less for at least 4 of the last 8 semesters within a discipline (with at least two (2) of  
108 those semesters worked during the last two (2) years), or  
109 b. 6 LHE or 13.5 service hours for part-time faculty members who have taught 6 LHE  
110 or more for at least 4 of the last 8 semesters within a discipline (with at least two (2)  
111 of those semesters worked during the last two (2) years)  
112 c. Part-time faculty members working a consistent pattern of one term per academic  
113 year will be eligible for a MEL (under the provisions of 2.a. and 2.b. above) only in  
114 terms consistent with that pattern.  
115

116 (3) Process:

- 117 a. Step one, the Dean or their designee shall assign MEL to part time faculty in order of  
118 their placement on the PAL and the part-time faculty stated availability.  
119 b. Step two, part-time faculty have one (1) week to accept all or part of their assignment.  
120 Failure to accept an assignment within the one week may result in the loss of offered  
121 LHE or service hours.  
122 c. Step three, all unassigned LHE or service hours shall be assigned by the area Dean or  
123 designee with consideration given to faculty on the PAL.  
124

125 (4) Assignments may be based on the following:

- 126 a. Class or service type/modality (including but not limited to online, hybrid, on-  
127 campus, and dual enrollment)  
128 b. Availability of the part-time faculty to teach the course or provide the service.  
129 c. Expertise:  
130 i. Instruction: recency, subject matter, and course content  
131 ii. Services: recency and areas of specialization (including special populations).  
132 (Expertise is a standard which exceeds minimum qualifications)  
133  
134 d. Fulfillment of the College's online teaching requirements.

- 135 e. Adherence to professional responsibilities as outlined in the evaluation process and  
 136 forms (Appendix B).  
 137

138 *To be moved into the evaluation appendices*

- 139 ~~i. Daily tracking and recording of attendance~~
- 140 ~~ii. Adhere to federal and state requirements and policies related to~~  
 141 ~~tracking and recording of attendance such as no shows and last~~  
 142 ~~date of attendance~~
- 143 ~~iii. Adhere to departmental procedures and practices in use of tools~~  
 144 ~~such as Degreeworks for student education planning or systems~~  
 145 ~~for library support such as inventory and resource tracking~~
- 146 ~~iv. Timely submission and recording of student grades~~
- 147 ~~v. Regular and substantive interaction with students~~
- 148 ~~vi. ADA compliance of all course materials~~
- 149 ~~vii. Demonstrated compliance with current laws, regulations, and~~  
 150 ~~accreditation standards.~~

- 151 f.) maintaining an OER course  
 152

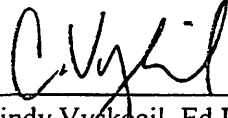
153 **Section 15.2.e. Part Time Preferences**

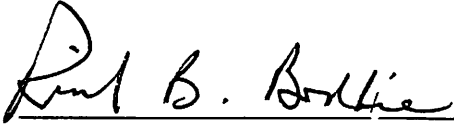
154 (1) Part-time faculty shall be given no less than two (2) weeks to provide their scheduling  
 155 preferences which should include day and time of availability, course preferences, specialized  
 156 expertise and delivery mode.  
 157

158 (2) Every effort shall be made to notify the part-time faculty member of their tentative assignment  
 159 no later than two (2) weeks prior to the end of the preceding semester. The administrator will  
 160 consult with the faculty member as soon as possible before a change is made. Exceptions to this  
 161 notification process may occur and are not subject to the grievance process.  
 162

163 **Section 15.2.f. Bumping**

164  
 165 Part-time faculty may be bumped in the event a full time faculty member cannot make their base  
 166 load.  
 167

168  11/1/17  
 169  
 170 Cindy Vyskocil, Ed.D.  
 171 Vice Chancellor, Human Resources  
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 174  
 175 Dr. Richard Boddie  
 176 CCA-CTA/NEA Local 1152  
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 179  
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182 Crystal D Crane 11.1.17  
183 Crystal Crane  
184 District Director,  
185 Human Resources and Employee/Employer  
186 Relations

187  
188  
189 Kevin Ballinger 11/1/17  
190  
191 Kevin Ballinger  
192 Vice President of Instruction

Mike Carlucci 11/1/17  
Mike Carlucci  
CCA-CTA/NEA Local 1152  
FOR MIKE CARLUCCI

Michael A. Carlucci 11/6/17  
MIKE CARLUCCI  
CCA-CTA/NEA Local 1152

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